



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Attention \_\_\_\_\_

Date December 4, 2023  
Quotation # PS 023-12-185  
ABC \_\_\_\_\_

Sir/Madam

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative

RODRIGO C. OJENAL  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	U. PRICE	TOTAL PRICE
1	<p><b>Additional Audio, Lighting, and Band Equipment Requirements for the Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) OSG Year End Assessment Activity, inclusive of VAT, set-up, operator/marshals, and other charges:</b></p> <p>Event Place: Sarus Grand Ballroom Event Date: December 11, 2023, 5:00pm - 11:00pm</p> <p>Additional Scope of Services: Rental of Audio Equipment Four units of Self Powered Speakers Two units of Powered Subwoofer Two units of Dual 15" Self Powered Speakers Two units of Powered Speakers 15" for Surround One unit of Digital Mixer 32 Channel One unit of Digital Box 32 Channel One Unit of Laptop Four units of Wireless Microphone Four units of Wired Microphone Four units of Boom Microphone Stand Rental of Lighting Equipment Eight units of Amber LED Par Lights Sixteen unit of RGBW LED Par Lights Six Units of Lights Stand One unit of DMS Controller Band Equipment One unit of Guitar Amp One unit of Base Amp One set of Drums Two units of DI Box Two units of Keyboard Amplifier One unit of Two Tier Digital Piano/Keyboard Other Equipments One unit of Haze Machine One unit/set of follow spot One set of Square Trusses - Estimated Size 40ft x 40ft</p> <p>Note: Supplementary Contract to PO 023-11-165</p> <p>(Price Vat-Included)</p>					

Delivery Period \_\_\_\_\_  
Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**Note:**

- Please quote within 3 days from the date of RFQ
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number \_\_\_\_\_ Membership  Platinum  Red
  - Income / Business Tax Return (for above P500K).
  - Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above. Notarized OSS is required)
  - Bidders who have previously submitted the above legal requirements may no longer require its re-submission

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine

ANNA LORRAINE C. ALVIAR / RHODORA T. CARDEL  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 8813-1174

Please send your quotation to:

[rfq@osg.gov.ph](mailto:rfq@osg.gov.ph)