



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

237

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

Date: November 21, 2023  
Quotation #: PS-023-11-169  
ABC: \_\_\_\_\_

Sir/Madam:

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

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Lease of Venue (with Catering Services - Food, Tables and Chairs) for the Conduct of Gender and Development Committee's seminar:</b></p> <p>Event Title: Gender Awareness and Women's Empowerment Training for OSG Employees</p> <p><i>Event Date: December 4 and 5 2023; 09:00AM - 03:00PM</i></p> <p>No. of pax: 70 pax</p> <p><i>General Specifications:</i></p> <p><b>Venue</b></p> <p><i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue.</p> <p><i>Space Requirement:</i> The venue must accommodate at least 70 persons in a classroom set-up that allow social distancing.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.</p> <p><i>Facilities:</i> The venue must have a training room with complete training facilities such as tables, chairs, white board, projector, projector screen, microphones, basic sound system, flip charts, pads and pencils. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use.;</p> <p><i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment;</p> <p><i>Parking Space:</i> The venue must have parking spaces or near parking area that are readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities:</i> Basic Lights and Sounds; Wifi Connection; and can Cater Food.</p>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>Food:</b>  <i>Minimum Inclusion:</i>            a. AM Snacks (at least include sandwich/burger and side dish with at least one beverage)            b. Lunch (at least include one viands of meat/fish dish, rice, dessert, and at least one beverage)            c. PM Snacks (at least include sandwich/burger and side dish with at least one beverage)  <i>Other Requirements:</i>            *Free-Flowing Water and Coffee            *Table and Chair Set-up</p> <p>Note: Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>					

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

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

**Note:**

1. Please quote within \_\_\_ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - a.  Mayor's / Business Permit;
  - b.  PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - c.  Income / Business Tax Return (for Small Value Procurement, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000 -Notarized OSS is required);
  - e.  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 LORAINÉ ALVIAR / MA. DESIREE C. ANDAYA  
 SIGNATURE OF CANVASSER

*For more information, you may contact us:*

Telephone: 8836-3314  
 Telefax: 8813-1174

*Please send your quotation to:*

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)