



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

To: _____
Tel. No.: _____
Fax No.: _____
Attention: _____

Date: May 21, 2025
Quotation #: PS 025-05-059
ABC: P800,000.00

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	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Food and Beverages (Packed Meals and Buffet for VIP guests) for the 2025 OSG Sportsfest Culminating Activity, inclusive of taxes, services, delivery, and other charges:</p> <p>Event Title: "2025 OSG Sportsfest Culminating Activity" Event Date: June 2, 2025; 07:00am to 05:00pm Delivery Address: Participants: Philippine Sports Complex, Ninoy Aquino Stadium, P. Campos St., Malate Manila Skeleton Workforce: OSG Main Building, 134 Amorsolo St., Legaspi Village, Makati City</p> <p><u>PACKED MEALS:</u> <u>MORNING SNACKS</u> Delivery Time: on or before 7:00am Quantity: 1,100 sets (1000 sets for Participants; 100 sets for Skeleton Workforce) Minimum Inclusion: Bread with Tuna or Chicken Filing Noodles Soup or Porridge (Arrozcaldo with egg) At least one variant of dessert (fruits or pastry) Bottled Juice and Bottled Water (Chilled)</p> <p><u>LUNCH</u> Delivery Time: on or before 10:30am Quantity: 1,100 sets (1000 sets for Participants; 100 sets for Skeleton Workforce) Minimum Inclusion: At least one viand of beef salpicao or fish based dish At least one serving of vegetable Steamed Rice At least one variant of dessert (fruits or pastry) Beverage: Chilled Soda or Juice</p> <p><u>PM SNACKS</u> Delivery Time: on or before 1:00pm Quantity: 1,100 sets (1000 sets for Participants; 100 sets for Skeleton Workforce) Minimum Inclusion: At least one serving of chicken or beef burger At least one variant of dessert (fruits or pastry) Beverage: Bottled/canned soda or juice (chilled)</p> <p><u>GENERAL REQUIREMENTS:</u> No pork/blood based ingredients to be used in all dishes due to dietary restriction of religion</p> <p><u>Packaging</u> Individually packed with utensils and tissues No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p><u>Quality:</u> Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time; Drinks are chilled and ready to served: Supplier must provide plastics or paper bags for packaging of food per team during distribution. Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately at no additional cost.</p>	1	lot		

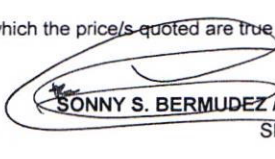
2	<p>VIP BUFFET LUNCH: Event Date: June 2, 2025; 07:00am to 02:00pm Delivery Address: Participants: Philippine Sports Complex, Ninoy Aquino Stadium, P. Campos St., Malate Manila Set-Up Ready Time: 07:00am Quantity: 50 pax Minimum Inclusion: At least one viand of beef based dish At least one viand of chicken based dish At least one viand of fish based dish At least one viand pasta dish Steamed Rice At least one variant of dessert (fruits or pastry) Beverage: Juice/Water/Coffee Juice: To be served at start of dining Water: To be served upon arrival of VIP guests</p> <p>GENERAL REQUIREMENTS: No pork/blood based ingredients to be used in all dishes due to dietary restriction of religion</p> <p>Other Requirements: *Free-Flowing Water and Coffee with Complete Condiments *Table and Chair Set-up 5 pcs of Ten (10) Seater Round Table 50 pcs complete set-up with plates, glasses, cuteries, and bone cloth napkin (layfold) 5 sets of Table Number with Table Holders 5 sets of guest table *Dishes must be served in an aesthetic spread/buffet table with skirting *Supplier should provide additional plates, utensils, cutleries, and glasses, if needed *All left-over foods should be properly coordinated to end-user and be given to the authorized representative. *At least three (3) personnel/server during event *All servers should be in uniform with name tags of "Supplier" *Supplier is required to provide list of employees and equipment they will bring inside the venue.</p> <p>Quality: Delicious/Delectable;; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time; Serve at specified time. Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately at no additional cost.</p> <p>Note: Food Evaluation: Packed Meals: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency. VIP Buffet Lunch: The supplier must present a sample buffet set-up for technical (esp. quality) evaluation of authorized representative of the agency. Date/Time/Venue of Food Taste: Food tasting will be held on May 26, 2025 at 10:00am to 12:00nn at the 7th flr. Pantry, Convergys One Building, Ayala Avenue, Makati City</p> <p>The supplier who submits complete documentary requirements is allowed to participate in the food tasting. The sample set must be identical to the proposed menu set upon delivery if awarded. The stated quantity may vary from the actual delivery/PO. The supplier must provide the option for rescheduling, and/or modification due to national and agency announcements. In addition, the supplier must comply with any changes to the delivery address upon actual execution of the contract.</p> <p style="text-align: center;">(Price Vat-Included)</p>	1	lot		
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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 - for above P500K);
 - d. ☐ Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
 - e. ☐ Tax Clearance Certificate;
 - f. ☐ 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.


SONNY S. BERMUDEZ / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@yahoo.com