



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: May 22, 2024  
Quotation #: PS 024-05-090  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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	MENU	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of Food relative to the Conduct of the "OSG Legal Internship Program (LIP) 2024 Orientation", inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Title: "Legal Internship Program (LIP) 2024 Orientation" Event Date: <b>June 5, 2024</b></p> <p>Delivery Address: Training Room 7th Floor Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village Makati City</p> <p><i>Minimum Inclusion:</i> <b>Lunch</b> <i>Delivery Time: On or before 11:00 a.m.</i> <i>Serves in area specified by end-users</i> <i>Each set must contain at least of the following:</i> One viand of fish based dish One viand of beef based dish One viand of vegetable dish Steamed Rice One variant of dessert (fruits or pastry) Beverage - Bottled Water and Juice</p> <p>Packaging Individually packed with utensils No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>Quality: Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered 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.</p> <p>Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on May 27, 2024. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for rescheduling, and/or modification due to possible change in quarantine levels or agency announcement. Further, supplier must conform to any changes with the delivery address upon actual contract implementation.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>	90	pax			

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 with ABC of above Php500,000.00);
  - d.  Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 and above)
  - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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.

*Alcasaren*  
JOSEPHINE C. ALCASAREN / FATHIA K. KARIM / SONNY S. BERMUDEZ / ANGELITO E. FRIAS  
SIGNATURE OF CANVASSER

*For more information, you may contact us:*

Telephone: 8836-3314

Telefax 8813-1174

*Please send your quotation to:*

[procurement@cpaai.com](mailto:procurement@cpaai.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)