



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

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

Date: March 27, 2025  
Quotation #: PS 025-03-034  
ABC: ₱146,000.00

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	BRAND	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Food and Beverages for the "Advanced Arbitration Training for Government Officials and State-Owned Entities", inclusive of taxes, services, delivery, and other charges:</b>					
	<b>For Regular Participants</b>					
1	Event Date: May 27, 2025; 9:00am to 6:00pm	58	pax			
2	Event Date: May 28, 2025; 9:00am to 6:00pm	58	pax			
3	Event Date: May 29, 2025; 9:00am to 1:00pm	58	pax			
	<b>For Resource Persons</b>					
4	Event Date: May 27, 2025; 9:00am to 6:00pm	10	pax			
5	Event Date: May 28, 2025; 9:00am to 6:00pm	10	pax			
6	Event Date: May 29, 2025; 9:00am to 1:00pm	10	pax			
	Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City					
	<b>Minimum Inclusion (For Regular Participants):</b>					
	<b>MORNING SNACKS</b>					
	Sandwich with sides dish; or Pasta with Bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 7:30AM					
	Serves in area specified by end-users					
	<b>LUNCH</b>					
	At least one serving of viand of fish-based dish					
	At least one serving of viand of beef-based dish					
	At least one serving of viand of chicken-based dish					
	At least one viand of vegetable dish					
	Steamed Rice					
	At least one variant of dessert (fruits or pastry)					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 11:50AM					
	Serves in area specified by end-users					
	<b>AFTERNOON SNACKS</b>					
	Sandwich with side dish or Pasta with Bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 2:50PM					
	Serves in area specified by end-users					
	<b>Minimum Inclusion (For Resource Persons):</b>					
	<b>MORNING SNACKS</b>					
	Vegetarian Sandwich with side dish or Vegetarian Pasta with bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 7:30AM					
	Serves in area specified by end-users					
	<b>LUNCH</b>					
	At least three (3) vegetarian-based dishes					
	At least one variant of dessert (fruits or pastry)					
	Rice or Bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 11:50AM					
	Serves in area specified by end-users					
	<b>AFTERNOON SNACKS</b>					
	Vegetarian Sandwich with side dish or Vegetarian Pasta with bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: on or before 2:50PM					
	Serves in area specified by end-users					

<p><b>Other Requirements:</b></p> <p>*NO pork or blood-based ingredients.</p> <p>*Free-Flowing Coffee, Tea or Juice and Water</p> <p>*Must be served in s buffet table</p> <p>*Supplier should provide the tables, chairs, plates, utensils, cutleries, tissues and glasses.</p> <p>*Dishes must be served in an aesthetic spread/buffet table with skirting</p> <p>*Supplier should provide food containers for any excess food.</p> <p>*All left-over foods should be properly coordinated to end-user and be given to the authorized representative on a proper container.</p> <p>*At least two (2) properly dressed personnel/servers with name tags should be present during the event.</p> <p>*Supplier is required to provide list of names of employees and list of equipment to bring inside the venue.</p> <p><b>Quality:</b></p> <p>Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time;</p> <p>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 April 3, 2025. 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 due to agency announcement.</p> <p><b>(Price Vat-Included)</b></p>					
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Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

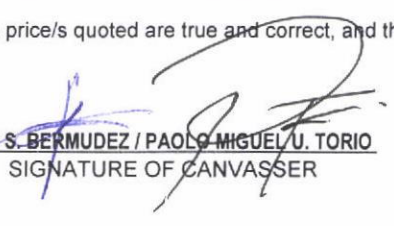
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**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);
  - d. ☐ Notarized Omnibus Sworn Statement is required (50K Above);
  - e. ☐ Tax Clearance Certificate;
  - f. ☐ 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.

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

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