



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

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

Date: _____
Quotation #: _____
ABC: _____

April 2, 2025
PS 025-04-035
P387,200.00

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
	<p>Procurement of Food and Beverages for various trainings/ seminars of the Office of the Solicitor General, inclusive of taxes, services, delivery, and other charges:</p> <p>Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City</p> <p>Business Writing Workshop for Legal Secretaries Event Date: 1st Batch: May 8-9, 2025; 9:00AM - 4:30PM 2nd Batch: May 20-21, 2025; 9:00AM - 4:30PM No. of Pax: 44 pax per day</p> <p>7 Habits of Highly Effective People: Foundations for Filipino Public Servants Event Date: June 25-26, 2025; 8:00AM to 5:00PM No. of Pax: 44 pax per day</p> <p>Complete Staff Work Event Date: 1st Batch: July 22-23, 2025; 9:00AM - 5:00PM 2nd Batch: July 24-25, 2025; 9:00AM - 5:00PM No. of Pax: 55 pax per day</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:30AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage (Flowing Coffee/Tea/Juice)</p> <p>LUNCH Serving Time: On or before 11:50AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Rice Beverage</p> <p>PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage (Flowing Coffee/Tea/Juice)</p> <p>Other Requirements: *Flowing Water and Coffee and/or Tea or Juice *Supplier should provide the plates, utensils, cutleries, glasses, and tissues. *Dishes must be served in an aesthetic buffet long table with skirting</p>					

Quality of Food Requirements:

*NO pork or blood-based ingredients.

*Food quality must be delicious, big serving, spill-free, freshly made and not spoiled. Meals are prepared in proper, hygienic, and safe place; and delivered at specified time.

*The supplier should guarantee that in the event of spoilage or poor-quality meals, they will immediately replace and provide the same meals at no additional cost.

Manpower Requirements:

*At least two (2) properly dressed personnel/servers with name tags should be present during the event.

*Supplier is required to provide list of names of employees and a list of equipment to be brought into the venue.

Packaging Requirements for Left-overs:

*Supplier should provide food containers for any excess food.

*All left-over foods should be properly coordinated to end-user and be given to the authorized representative in a proper take-out container.

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 7, 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.

(Price Vat-Included)

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.

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.


ANGELITO E. FRIAS/FATHIA K. KARIM/CHRISTIAN D. BUAT
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

OSG-HA-QF-039

Rev.00 (05 July 2018)