



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

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

Date: April 25, 2025  
Quotation #: PS-025-04-049  
ABC: ₱2,424,250.00

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	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Lease of Venue with Catering Services (Food and beverage package with Banquet Set-up ) inclusive of taxes, set-up, operator/marshalls, and other charges</b></p> <p><b>Event Date: June 11, 2025</b> <b>Estimated No. of pax: 850 pax</b></p> <p><b>General Specifications:</b> The OSG intends to procure the lease of events venue with banquet set-up, including managed buffet dinner for 850 persons for the celebration of its 124th Anniversary. The celebration requires the provision of an event venue with dinner buffet, venue set-up and basic audio and visual equipments.</p> <p><b>1. VENUE AND FACILITIES</b> <u>Space Requirement:</u> The venue should comfortably seat Eight Hundred Fifty (850) pax banquet style, with at least six (6) hours use of venue for the event proper, excluding time for set-up and clean-up. -The venue should be structurally sound, well-maintained and attractive. <u>Accessibility/ Location:</u> The venue should be accessible via land travel and with a distance of approximately seven (7) kilometers from the OSG building (134 Amorsolo St., Legaspi Village, Makati City). -The venue must have at least two (2) holding rooms for VIPs, guests, and members of the OSG Anniversary committee. -The venue must allow early ingress with at least twelve (12) hours prior to the event proper, and egress of at least two (2) hours after the event. -The venue must have a lobby for registration, with registration tables and chairs, and has plasma TVs for the event signage. -The venue must be have sufficient lighting, proper ventilation and air-conditioned. <u>Facilities:</u> Venue must include complimentary use of basic audio and visual equipment, mixing console, wireless microphones, projector screen, podium with gooseneck microphone, and basic banquet equipment. -Venue must have stage panels/ platforms. -The venue must have banquet set-up with beverage stations, including 80-85 round tables and chairs for 850 persons with table skirting and themed centerpieces (to be determined and approved by the End-User). -The lessor should be able to complete the set-up in the afternoon of June 11, 2025, and is responsible for dismantling the tables, chairs and banquet set-up after the event. -The venue must be supported with at least one (1) generator set with fuel. <u>Parking spaces:</u> The venue should have at least five (5) complimentary parking spaces, and be near establishments or areas with parking spaces for the bus and vehicles of other attendees. <u>Health and Security:</u> The venue must have a fire escape plan, accessible and visible fire exits and fire extinguishers/ equipments, equipped with first aid kit (for emergency) or infirmary, front desk and 24/7 security, with security measures implemented inside and outside the venue. -The venue must have security and maintenance staff on-site during ingress, egress and actual event, and be equipped with closed circuit television (CCTV) to monitor areas of the venue. <u>Emergency Response:</u> The venue must be near a police station or fire station. <u>Other requirements:</u> The lessor must allow additions on the number of pax up to 900 pax.</p>	1	lot			

-The lessor must allow entry of outsourced suppliers and/or provide options for upgrade or additional visual, lights or sounds equipment. Additional charges are allowed provided the OSG is properly consulted and will be presented separately in the quotation.

**2.FOOD AND BEVERAGE**

- Dinner Package Buffet for 850 persons, menu to be approved by end-user, which includes:

- i.Appetizer;
- ii.Soup Station;
- iii.Salad Station;
- iv.Beef;
- v.Pork;
- vi.Chicken;
- vii.Fish;
- viii.Pasta;
- ix.Vegetable;
- x.Steamed Rice;
- xi.Two (2) choices of desserts; and
- xii.Beverage station

**\*\*Note:** The lessor and supplier must allow adjustment on the number of pax for plated dinner and dinner buffet, for at least 1 week prior to the event. Additional charges are allowed provided the OSG is properly consulted and will be presented separately in the quotation.

-Plated meal for VIPs (number of VIPs for further determination by end-user)

-Free brewed coffee, tea and purified water.

-Must provide well-trained and uniformed waiters, the number of waiters should be sufficient to attend to the needs of the attendees.

-Entry and consumption of Roast Beef, Pork Lechon, alcoholic and non-alcoholic beverages must be allowed.

-Supplier must provide food and beverage sampling/tasting for selected members of the OSG and present mock-up banquet set-up presentation prior to the event.

-Lessor must allow ocular visit and Supplier must give sample menu.

-Lessor and supplier must provide option for rescheduling or modification based on the National Government, the Solicitor General or the OSG's 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 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.

    
MARIJOIE V. CASTILLO / RHODORA T. CARDEL / ROBERT ADRIAN B. BORJA  
SIGNATURE OF CANVASSERS

**For more information, you may contact us:**

Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174

**Please send your quotation to:**

[osg.procurement@yahoo.com](mailto:osg.procurement@yahoo.com)

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Rev.00 (05 July 2018)