



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

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

Date: May 5, 2025  
Quotation #: PS-025-05-053  
ABC: ₱469,470.40

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 Transportation (Hotel Accommodation) for the Resource Persons/Guests/Secretariat of "Advanced Arbitration Training for Government Officials and State-Owned Entities" -International Chamber of Commerce, inclusive of taxes, and other charges:</b></p> <p><b>Accommodation Dates: Date: May 26-30, 2025 (for 7 pax 4 nights per pax)</b></p> <p>General Specifications:</p> <p><b>A. Hotel Accommodation</b></p> <p>* Must have five (5)-Star Rating</p> <p>*Guests must be provided with complimentary breakfast throughout their stay.</p> <p>Accessibility/Location: The venue must be within ten (10) km radius from Convergys One Building, Ayala Avenue, Makati City for efficient access of guests to and from the venue.</p> <p>Space Requirements: The venue must be able to accommodate the seven (7) guests with the following specifications:</p> <table><tr><th>NO.</th><th>Tentative Check-in</th><th>Tentative Check Out</th><th>No. of accomodations</th><th>No. of Nights</th><th>Room Requirement</th></tr><tr><td>1</td><td>May 26, 2025; Monday; 12:00nn</td><td>May 30, 2025; Thursday; 2:00pm</td><td>7</td><td>4</td><td>at least 64sqm/Deluxe Room/Single to Double Occupancy</td></tr></table> <p><b>*No. of rooms/no. of nights may be modified upon awarding or implementation with the approval of authorized representative of end-users.</b></p> <p>The stated time of check-in and check-out is tentative dates and time only, and may vary based on the actual date of flight of the guests. The hotel must allow early check-in or check-out. Any additional costs that may incur should be billed separately or coordinated separately to authorized representative of the agency.</p> <p>Light, Ventilation and Air-conditioning: The room must have sufficient lighting, air-conditioned, properly ventilated, and equipped of generator set for any electricity outage.</p> <p>Facilities: The venue must have a 24/7 lobby/reception desk, common areas (with tables and chairs), and with restaurant. The venue is preferably to have internet/wifi availability/connectivity for the guests.</p> <p>Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>*Must not require a deposit for incidental charges, if any, upon check-in.</p> <p>Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p><b>B. Specific Requirements for Hotel Vehicle/Transportation Services</b></p> <p>Considering that the guests are <b>foreign nationals</b> and will be picked up and dropped off at the airports, the rental of premium vehicles with the following specifications is requested:</p> <p>*The vehicle year model should not be more than five years from the date of purchased.</p> <p>*The vehicle can comfortably accommodate at least two (2) passengers at a time and have ample space for at least four (4) pieces of luggage.</p> <p>* The quote from the hotel should include fuel, parking fees, toll fees, driver's fee and other applicable charges. Supplier must ensure that the vehicles are equipped with RFIDs for tolls within Metro Manila.</p>	NO.	Tentative Check-in	Tentative Check Out	No. of accomodations	No. of Nights	Room Requirement	1	May 26, 2025; Monday; 12:00nn	May 30, 2025; Thursday; 2:00pm	7	4	at least 64sqm/Deluxe Room/Single to Double Occupancy	1	lot			
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<p>*The vehicle must be well-looking after, with no exterior damage. The interior should be well-maintained and the air conditioning system must be in good working condition.</p> <p>*The vehicle shall serve as airport transport service on their respective scheduled arrival and departure. For pick-up at the airport, the transport will meet with OSG focal person at the designated place prior to proceeding to the airport and back to the hotel.</p> <p>Note:</p> <p>*The supplier must offer options for ocular visit, rescheduling or modifying the date and number of rooms. Additionally, it must adhere to the send-bill arrangement with the agency. Failure to comply with all the requirements will result in automatic disqualification from the technical evaluation.</p> <p>*The Service Provider/Bidder must provide brochure and sample picture of rooms and vehicle to be used for technical evaluation of the end user.</p> <p>(Price Vat-Included)</p>						
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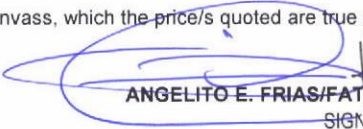
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

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 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.

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