



Republic of the Philippines
Office of the Solicitor General


Request for Quotation

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

Date: January 30, 2026
Quotation #: PS 026-01-008
ABC: P666 500 00

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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>Procurement of: Food for the SINAG: Tanglaw ng Lahi: Kagalingan at Katapatan sa Serbisyo (2025 OSG PRAISE Awarding Ceremony) on February 20, 2026, inclusive of VAT, service charge, and delivery charges:</p> <p><i>Delivery Date: February 20, 2026</i></p> <p>No. of Pax: at least 650 including 45 VIPS to be served plated meals</p> <p>a. Managed Buffet for Participants</p> <ul style="list-style-type: none"> One (1) Serving of Assorted Pica-pica One (1) Serving of Soup One (1) Serving of Chicken Viand One (1) Serving of Beef Viand One (1) Serving of Fish Viand One (1) Serving of Steamed Rice One (1) Serving of Vegetable Purified Drinking Water Coffee/Tea Service One (1) Serving of Dessert Complete Sets of Dinnerware, Flatware and Glassware Folded Napkins Buffet Table with Skirting and Centerpiece Round Tables with Covers and Toppers Chairs with Seat Covers <p>Pica-pica to be served at the table between 4:30 PM and 5:00 PM Delivery Address: PICC, PICC Complex, 1307 Pasay City, Metro Manila Serving Time: 6:00 PM</p>	1	lot			
2	<p>No. of Pax: at least 55</p> <p>b. Packed Meal for Skeletal Force</p> <ul style="list-style-type: none"> One (1) Serving of Chicken Viand One (1) Serving of Vegetables One (1) Serving of Rice One (1) Serving of Dessert Beverages <p>Packaging: Environmental friendly packaging Individually packed with utensils</p> <p>Delivery Address: OSG Building, 134 Amorsolo St., Legaspi Village, Makati City Delivery Time: 2:00 PM</p>	1	lot			

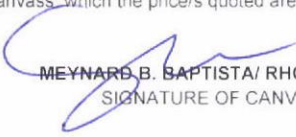
<p>Other Requirements for Food to be Delivered to PICC:</p> <ol style="list-style-type: none"> 1. No pork or blood-based ingredients. 2. Free-flowing Coffee with condiments. 3. Must be served in a buffet table. 4. Supplier should provide the tables, chairs, plates, utensils, cutleries, tissues and glasses. 5. Dishes must be served in aesthetic spread/buffet table with skirting. 6. Suppliers should provide food containers for any excess food. 7. All left-over foods should be properly coordinated to end-user and be given to the authorized representative in a proper container. 8. Supplier is required to provide list of employees and list of equipment to be brought inside the venue at least a day before the event. 9. Supplier must provide at least two (2) properly dressed personnel/servers with name tags during the event. 10. PICC imposes a 15% corkage fee on outside suppliers. The contract price Php. 650,000 includes the 15% corkage fee. <p>Quality of Food Requirements:</p> <p>Meals must be delicious, prepared in a clean, hygienic, and safe environment, served in large portions, spill-free, freshly made (not spoiled), and ready to be served at the specified time.</p> <p>Note: Supplier must provide sample menu. <i>Supplier must provide option for rescheduling or modification due to possible agency announcement. Supplier should warrant the agency in case of spoilage and not good quality meals, they will replace and provide the same immediately at no additional cost.</i></p> <p><i>For catering service, quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during the contract implementation. The stated quantity might differ upon the actual delivery/PO.</i></p> <p><i>For packed meals, supplier should provide at least 2 sample set for taste test for technical (especially quality) evaluation of authorized representative of the agency. Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during the contract implementation. The stated quantity might differ upon the actual delivery/PO.</i></p> <p>Attached: Memorandum from PRAISE Committee (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. Omnibus Sworn Statement for Small Value Procurement (for above P50K);
 - e. 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.


MEYNARD B. BAPTISTA / RHODORA T. CARDEL / ASHLEY T. ABLES
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314/8988-1777
Telefax: 8813-1174
Please send your quotation to:

osgprocurement@osg.gov.ph