




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

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

Date: April 20, 2026
Quotation #: PS 026-04-024
ABC: ₱490,000.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.


RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p>PROCUREMENT OF FOOD AND BEVERAGES (PACKED MEALS AND VIP BUFFET) FOR THE OSG SPORTSFIESTA 2026 CULMINATING ACTIVITY <i>Inclusive of taxes, services, delivery, and other charges.</i></p> <p>Event Title: OSG Sportsfiesta 2026 Culminating Activity Event Date: May 29, 2026, 07:00 AM to 05:00 PM Delivery Addresses: Participants (730 sets): Philippine Air Force Multi-Purpose Gymnasium, Colonel Jesus Villamor Air Base, Pasay City Skeleton Workforce (20 sets): OSG Main Building, 134 Amorsolo St., Legaspi Village, Makati City</p> <p>PACKED MEALS LUNCH Quantity: 750 sets (730 for Participants; 20 for Skeleton Workforce) Delivery Time: On or before 10:00 AM Serving Time: On or before 11:30 AM Minimum Inclusions (per set): Steamed rice At least one (1) chicken dish At least one (1) beef dish At least one (1) vegetable dish At least one (1) fish dish At least one (1) dessert (fruit or pastry) Chilled bottled water Chilled bottled juice</p>	750	set		
2	<p>AFTERNOON SNACKS Quantity: 500 sets (480 for Participants; 20 for Skeleton Workforce) Delivery Time: On or before 1:00 PM Serving Time: On or before 2:30 PM Minimum Inclusions (per set): One (1) sandwich with side dish, or pasta with bread Chilled bottled juice Chilled bottled water</p> <p>GENERAL REQUIREMENTS – PACKED MEALS</p> <ul style="list-style-type: none">• Delivery shall preferably be simultaneous to all specified locations and must arrive before the designated serving time.• No pork or blood-based ingredients shall be used due to religious dietary restrictions.	500	set		

Packaging:

- Individually packed with utensils and tissue
- Must be placed in microwavable containers
- No single-use plastics (including straws), except disposable utensils; use of recyclable food containers is preferred

Quality:

- Meals must be prepared in a clean, hygienic, and safe environment
- Generous servings; spill-free, freshly prepared, and delivered on time
- Drinks must be chilled and ready to serve
- Supplier must provide plastic or paper bags per team for distribution
- Supplier shall guarantee immediate replacement of spoiled or substandard meals at no additional cost

NOTE (Packed Meals):

The supplier shall provide at least five (5) sample sets for taste testing and technical (particularly quality) evaluation by the agency's authorized representative.

Sample sets must be identical to the proposed menu for delivery if awarded.

The stated quantity may vary based on actual delivery or Purchase Order (PO).

3

VIP BUFFET LUNCH

Event Date: May 29, 2026, 09:00 AM to 02:00 PM

Delivery Address: Philippine Air Force Multi-Purpose Gymnasium, Colonel Jesus Villamor Air Base, Pasay City

Set-Up Time: 10:00 AM

Quantity: 40 pax

Minimum Inclusions:

- Steamed rice
- At least one (1) beef dish
- At least one (1) chicken dish
- At least one (1) fish dish
- At least one (1) pasta dish
- At least one (1) vegetable dish
- At least one (1) dessert (fruit or pastry)

Beverages: Juice, Water, and Coffee

Juice: served at the start of dining

Water: served upon arrival of VIP guests

GENERAL REQUIREMENTS (VIP BUFFET):

No pork or blood-based ingredients shall be used due to religious dietary

Other Requirements:

Free-flowing water and coffee with complete condiments

Table and Chair Set-Up:

- Four (4) ten-seater round tables
- Forty (40) complete place settings (plates, glasses, cutlery, and cloth napkin (layfold))
- Four (4) table numbers with holders
- One (1) additional ten-seater round table with complete setup
- Buffet must be aesthetically arranged with table skirting
- Supplier shall provide additional tables, chairs, utensils, and glassware, if necessary
- Leftover food shall be properly coordinated with the end-user and turned over to the authorized representative
- At least three (3) service personnel must be present during the event
- All servers must be in uniform with name tags labeled "Supplier"
- Supplier must submit a list of personnel and equipment prior to venue entry

40

set

QUALITY (VIP BUFFET):

Meals must be prepared in a clean, hygienic, and safe environment
Generous servings; fresh, properly handled, and delivered on time
Drinks must be chilled and ready to serve
Must be served at the specified time
Supplier shall guarantee immediate replacement of spoiled or substandard items at no additional cost

NOTE (Food Evaluation):

Packed Meals: Supplier shall provide at least five (5) sample sets for taste testing and evaluation
VIP Buffet: Supplier shall present a sample buffet setup for evaluation, with a minimum serving capacity of ten (10) persons for taste testing.

Only suppliers who submit complete documentary requirements shall be allowed to participate in food tasting.

All samples must match the proposed menu upon contract award. Quantities may vary based on actual delivery or PO.

The supplier must allow rescheduling, cancellation, or modification due to agency or national announcements and must comply with any changes in delivery details during contract execution.

(Price Vat-Included)

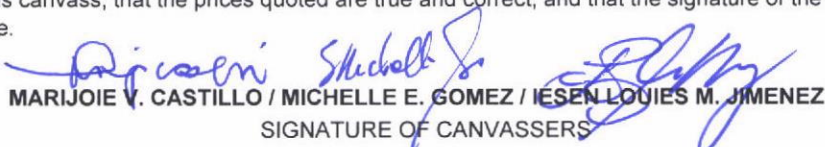
Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:**
1. Please submit your quotation within ____ days from the date of this RFQ.
 2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
 - a. Mayor's / Business Permit
 - b. PhilGEPS Registration Number: _____
Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
 - d. Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
 - e. Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.


MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ
SIGNATURE OF CANVASSERS

For more information, you may contact us:

Tel: (02) 8988-1674 loc 777

Please send your quotation to:

osgprocurement@osg.gov.ph