



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

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

Date: April 5, 2023  
Quotation #: PS 023-04-056  
ABC: \_\_\_\_\_

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	MEAL SET	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Food for the Conduct of Refresher on e-CMT for (1) Legal Divisions; (2) Docket Management Service; (3) Secretariat, inclusive of delivery and other charges:</b>					
	Event Title: "Refresher on E-CMT"					
	Event Date:					
	April 25, 2023; 8:00AM - 12:00PM	23				
	April 26, 2023; 8:00AM - 12:00PM	69				
	April 27, 2023; 8:00AM - 12:00PM	60				
	May 2, 2023; 8:00AM - 12:00PM	60				
	May 4, 2023; 8:00AM - 12:00PM	59				
	May 9, 2023; 8:00AM - 12:00PM	59				
	May 10, 2023; 8:00AM - 12:00PM	59				
	May 11, 2023; 8:00AM - 12:00PM	59				
	May 22, 2023; 8:00AM - 12:00PM	59				
	May 23, 2023; 8:00AM - 12:00PM	59				
	May 30, 2023; 8:00AM - 12:00PM	59				
	June 1, 2023; 8:00AM - 12:00PM	59				
	June 6, 2023; 8:00AM - 12:00PM	37				
	June 7, 2023; 8:00AM - 12:00PM	29				
	June 7, 2023; 01:00PM -04:00PM	20				
	Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City					
	<b>Minimum Inclusion:</b>					
	One servings of pasta					
	One servings of sandwich					
	One servings of pastries/dessert					
	At least one sweetened drinks or beverage					
	<i>No pork ingredients to be used.</i>					
	<b>Quality:</b>					
	Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time;					

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	<p>Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p> <p><i>Note: Supplier should provide at least 4 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on April 18, 2023 Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. The Supplier must also provide an option for postponement, and or modification to quantity due to possible changes in quarantine protocol or agency announcements.</i></p> <p align="center"><b>(Price Vat-Included)</b></p>					

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
1. Please quote within \_\_\_ days from the date of receipt/posting 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, above Php500,000);
    - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
    - 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.

  
**RHODORA T. CARDEL / CHRISTIAN D. BUAT**  
SIGNATURE OF CANVASSER

**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:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)