



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

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

Date: July 20, 2023
Quotation #: PS-023-06-103
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	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue for LIP Graduation of 2023 OSG Legal Internship Program:</p> <p><i>Event Date: August 7, 2023</i></p> <p><i>General Specifications:</i></p> <p>Venue</p> <p><i>Accessibility/Location:</i> The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees and interns to and from the venue.</p> <p><i>Space Requirement:</i> The venue must accommodate at least 150 persons.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.</p> <p><i>Facilities:</i> The venue must have a wide space or meeting facilities with chairs. The venue is preferably to have internet/wifi availability/ connectivity for the attendees.</p> <p><i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and front desk and security. The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p><i>Parking Space:</i> The venue should have a parking space or drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.</p> <p><i>Other Amenities required to be included:</i></p> <p>Basic Lights and Sounds System Use of Venue, with schedule as follows: 08:00AM - 01:00PM: Ingress 01:00PM - 06:00PM: Event Proper 06:00PM - 07:00PM: Egress</p> <p>Note: Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;">(Price Vat-Included)</p>	1	lot			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within ___ days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - Mayor's / Business Permit;
 - PhilGEPS Registration Number: _____ Membership: Platinum Red
 - Income / Business Tax Return (for Small Value Procurement, above Php500,000);
 - Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized, Notarized OSS is required upon signing of PO).
 - 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.

ANNA LORRAINE ALVIAR / RHODORA T. CARDEL
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com