



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

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

Date: December 2, 2022  
 Quotation #: PS-022-12-203  
 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
1	<p><b>Procurement of Grazing Table and Juice Bar Services for the 2022 Year End Assessment Activity of the Office of the Solicitor General, inclusive of delivery charges and other charges:</b></p> <p>Event Title: <b>"2022 OSG Year End Assessment Activity"</b></p> <p>Event Date: December 9, 2022; 06:00PM to 09:30PM            Delivery Address: Coconut Paace, Pasay City            Metro Manila            Estimated no. of pax: 400 attendees</p> <p><b>Scope of Works:</b>            Provide Grazing Table Setup in accordance with the motiff, and should be served before 05:00pm or as required by end-user. Installation should be done in the morning of December 9, 2022. Dismantling of all venue decorations within the two hour time frame for egress as required by the management of the site.            Crews needed for set-up and dismantling of grazing table and juice bar.</p> <p>Minimum Inclusion of Food and Juice Bar:            5 to 6 types of Assorted Cheese;            4 to 5 assorted meats and cold cuts;            Assorted Fruits;            Assorted Nuts and Dried Fruits;            Crostini and Crackers;            Jams and Spreads;            2-4 Flavors of Fruit Juice;</p> <p>Quality:            Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Served at specified time            Set-up for tables and chairs should be intricate, aesthetic, and relevant to the event's motiff</p> <p><i>Note: Supplier should provide at least sample set and picture of table set-up for taste test and technical (esp. quality) evaluation of authorized representative of the agency on a specified date (TBA). Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO with prior notice of at least one week before the event. Any food found in not good quality during the event is subject for replacement.</i></p> <p><b>(Price Vat-Included)</b></p>	1	lot			

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 above P50,000 - for unnotarized; 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.

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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.

  
**ISRAEL C. DALLUAY**  
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)

OSG-HA-QF-039

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