



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

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

Date: March 9, 2022  
Quotation #: PS-022-02-024  
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 Food (Lunch) for in-house participants (SWF Employees) in various HRMD Employee Competency Program for April 2022, inclusive of delivery and other charges:</b></p> <p>Seminar Title: <i>"Coaching for Results"</i></p> <p>Event Date:</p> <p>April 6, 2022</p> <p>April 7, 2022</p> <p>April 8, 2022</p> <p>April 11, 2022</p> <p>April 20, 2022</p> <p>April 21, 2022</p> <p>April 22, 2022</p> <p>April 27, 2022</p> <p>April 28, 2022</p> <p>April 29, 2022</p> <p><i>Note: Meal set should be separately pack which includes rice (with option to replace to pasta), at least two viand of meat dish (chicken and fish), one side dish (preferably veggies), dessert or pastries, drinks, utensils, and other items included in a set. The stated quantity might differ upon actual delivery/PO due to</i></p> <p>(Price Vat-Included)</p>	34	set			
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Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

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

Note:

- Please quote within \_\_\_ days from the date of receipt/posting 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);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50k);
  - 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:

[osg\\_procurement@gmail.com](mailto:osg_procurement@gmail.com)