



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

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

Date: June 1, 2022
Quotation #: PS-022-05-071
ABC: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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
	Procurement of Food (Lunch) for in-house participants (SWF Employees) for (1) 7 Habits for Highly Effective People: Foundation for Filipino Public Servants; and (2) 5 Choices to Extraordinary Productivity, inclusive of delivery and other charges: Requirements: Minimum Inclusion: At least 2 viands of Main Dish (combination of pork or chicken or fish based dishes) Rice (with option to replace pasta) At least one (1) side dish (preferably veggies) Dessert or pastries Beverage Delivery Time: 10:30am Packaging Individually packed with utensils No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers Quality: Delicious; Flavorful; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time					
1	Seminar Title: "7 Habits for Highly Effective People: Foundation for Filipino Public Servants" Event Date: June 27, 2022 June 28, 2022 June 29, 2022 June 30, 2022 July 1, 2022	38 38 38 38 38	set set set set set			
2	Seminar Title: "5 Choices to Extraordinary Productivity" Event Date: July 18, 2022 July 19, 2022 July 20, 2022 July 21, 2022 July 22, 2022	51 51 51 51 51	set set set set set			

Note: Supplier should provide at least 2 sample set 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 due to observance of quarantine level in Metro Manila. The Supplier must warrant the agency that any food found spoiled is subject for replacement immediately.

(Price Vat-Included)

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);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50k);
 - 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:

osg.procurement@gmail.com

sjsolon
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