



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

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

Date: October 26, 2022  
Quotation #: PS-022-10-186  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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 Catering Service for Participants for OSG Year End Assessment Activity for CY 2022, inclusive of delivery 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</p> <p><b>Scope of Works:</b> Complete Floral Dress-up of Reception Area; Buffet Table Set-Up with Feathers and Pearls and Accent Lights, Customized Centerpieces per Table; Presidential Table with End-to-End Floral Arrangement and Skirting Dressed Tables for the Registration Tiffany Chairs with Ribbons Skirted Tables with Floor Length Lace Runner VIP Plated Service for 50 pax Supply and Delivery of Food - Dinner for 1000 pax Serving Time: 07:30pm Standard Grazing Table with Mocktails for 600 pax Serving Time: Available at designated areas by 5pm Coffee/Tea Station Ice and Purified Drinking Water Complete Silver wares, glass wares, and flat ware Courteous, and Well Trained Waiters/ Food Attendants in uniform</p> <p>Minimum Inclusion of Food - Dinner (per pax): One (1) servings of Soup One (1) servings of Salad One (1) servings of Pasta One (1) servings of Rice One (1) servings of Dessert One (1) servings of Beverage At least Three (3) viands of Main Dish preferably beef, chicken, or fish based dishes</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 motif</p>	1000	PAX			

2	Optional: Provide menu for crew meals  <i>Note: Supplier should provide at least 2 sample set and mock 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. Sample/Preferred Table Set-up is attached to this Request for Quotation for Reference. 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>  <b>(Price Vat-Included)</b>	30	pax			
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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.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)