



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

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

Date: April 13, 2023
Quotation #: PS-023-04-058
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 with Catering Services (Food, and Tables and Chairs Set up) for OSG Anniversary Celebration, inclusive of VAT, set-up, operator/marshals, and other charges:</p> <p><i>Event Date: June 23, 2023</i> <i>Estimated No. of Pax: 800 to 1000</i> <i>General Specifications:</i></p> <p>The OSG intends to procure an events venue that will include the necessary physical and technical and food and beverage requirements for the celebration of its 122nd Anniversary.</p> <p>The supplier will provide the necessary catering set-up, cocktails, and meals, and decors/design for a modern Filipiniana/Fiesta-themed celebration in the said event.</p> <p>Venue</p> <p><i>Accessibility/Location:</i> The venue should be accessible via land travel from Makati City and within an 8-kilometer radius from the OSG Main Building.</p> <p><i>Space Requirement:</i> The venue should comfortably seat Eight Hundred to One Thousand (1,000) pax banquet-style; The allotted use of venue for the program is at least four (4) hours, excluding time for set-up and clean-up. There should be at least 48-hour allotment on the day before the event for set-up/ingress.</p> <p>The venue must have separate function rooms/areas to serve as:</p> <ol style="list-style-type: none"> Area for the dinner and entertainment; Pre-function lobby are for registration; Comfortable holding area/rooms for VIP guests. <p>The venue must have a provision area for LED wall panels</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting, proper ventilation and air-conditioned.</p> <p><i>Facilities:</i> The venue must at least provide the following:</p> <ul style="list-style-type: none"> Complimentary high-speed internet connectivity Free use of round tables and chairs; Free use of a LED screen and at least two (2) projectors; Basic sound system and stand-by generator set; Free use of basic lights and sounds system and at least two (2) microphones; No additional charge for electricity. 					

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	<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 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>The venue must have security, engineering, and maintenance staff on-site during the ingress, egress, and actual event.</p> <p>The venue shall:</p> <ul style="list-style-type: none"> Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation; Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue; Strictly implement security measures inside the hotel, including its vicinity; Have not less than seventy-five (75) secured parking slots for the exclusive use of OSG guests. <p><i>Parking Space:</i> The venue must provide courtesy car passes for at least 10% of the minimum number of participants with a parking area within the venue premises.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities:</i></p> <ul style="list-style-type: none"> Complimentary high-speed internet connectivity Free use of round tables and chairs; Free use of a LED screen and at least two (2) projectors; Basic sound system and stand-by generator set; Free use of basic lights and sounds system and at least two (2) microphones; No additional charge for electricity. <p>FOOD AND BEVERAGE:</p> <p>The service provider must comply with the following specifications for food and drinks:</p> <ol style="list-style-type: none"> a. Establishment must be able to cater/ provide the event's food and beverage requirements (800 to 1,000 pax) that will showcase Filipino cuisine; b. The dinner buffet shall be served Russian-style for VIPs and family buffet-style for all others, inclusive of: (a) Appetizer; (b) Chicken entrée; (c) Beef entrée; (d) Pork entrée; (e) Pasta/Noodles; (f) Rice; (g) Salad/Vegetable; (h) Dessert; and (i) Beverages; c. Must be able to provide purified drinking water; d. Complete customized set-up for the buffet stations and dinner tables, and ambient decor styled according to the evening's theme; e. Must be able to provide uniformed and well-trained banquet service personnel; f. Must be able to provide exclusive waiters and plating service for VIPs; g. Must conduct food sampling/tasting for selected members of the OSG and present a mock-up banquet set-up presentation prior to the event; <p>OTHER REQUIREMENTS:</p> <p>Documentary Requirements are listed in the Terms of Reference.</p> <p>Quotations along with the documentary requirements should be submitted in HARDCOPY and consolidated in a SEALED ENVELOPE to be delivered in OSG Main Building.</p>					

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	<p>Note: Attached herewith the Terms of Reference which supplier must provide Statement of Compliance per line item. Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date 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.

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.



CHRISTIAN D. BUAT / RHODORA T. GARDEL

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