



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

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

Date: May 17, 2023  
Quotation #: PS 023-05-071  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. QJENAL**  
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 for 2023 OSG Legal Internship Program Orientation, inclusive of delivery and other charges:</b></p> <p>Event Title: <i>"2023 OSG Legal Internship Program"</i></p> <p>Event Date: June 7, 2023</p> <p>Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Manila</p> <p>Delivery Schedule: 09:00am</p> <p>Estimated no. of Attendees: 90 pax</p> <p><b>Minimum Inclusion:</b></p> <p><i>Each pax should be allocated or served of at least:</i></p> <ul style="list-style-type: none"> <li>One serving of rice</li> <li>One serving of noodle/pasta dish</li> <li>One serving of chicken based dish</li> <li>One serving of pork based dish</li> <li>One serving of beef based dish</li> <li>One serving of fish based dish</li> <li>One serving of vegetable dish</li> <li>One serving of dessert/s</li> </ul> <p>Juice/ Sweetened Beverages</p> <p>Free Flowing Water (Water Dispenser and Paper Cups)</p> <ul style="list-style-type: none"> <li>*Must served in an aesthetic spread/buffet table with skirting.</li> <li>*Supplier should provide the plate, utensils, cutleries, and glasses.</li> <li>*Includes at least 10 round tables with not more than 10 participants per table</li> <li>*Includes at least 2 round table for VIPs that should be served in a plated meals and with designated wait staff</li> <li>*Each table and chairs must includes skirting with the approved colors of end-users.</li> <li>*Serves in area specified by end-users on or before 09:00am</li> </ul>	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p><i>Other Requirements:</i></p> <p>Must provide food boxes for take-outs  All left-over foods should be properly coordinated to end-user and be given to the authorized representative.  All servers should be in uniform with name tags of "Supplier"  Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue</p> <p><i>Quality:</i></p> <p>Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time;  Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p> <p><i>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/estimated no. of pax might differ upon actual delivery/PO. The Supplier must also provide an option for postponement, and or modification to quantity due to possible changes in quarantine protocol or agency announcements.</i></p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>					

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 above P500K);
    - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; 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.

  
**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:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)