



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

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

Date: October 9, 2023
Quotation #: PS 023-09-143
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>Procurement of Food and Beverages for the Management Review 2023, inclusive of delivery and other charges:</p> <p>Event Title: "2023 Management Review"</p> <p>Event Date: August 26, 2023</p> <p>Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Manila</p> <p>Delivery Schedule: 11:00AM for Lunch; 02:00PM for PM Snacks</p> <p>Estimated no. of Attendees: 80 pax</p> <p>Minimum Inclusion:</p> <p><i>Each pax should be allocated or served of at least:</i></p> <p>Lunch</p> <ul style="list-style-type: none">One serving of riceOne serving of salad - preferably Salmon basedOne serving of soup - preferably cream of spinachOne serving of fish based dish - preferably crusted fish filletOne serving of beef based dish - preferably beef brisket with creamy sauceOne serving of dessert/s - preferably fresh fruit based pieJuice/ Sweetened BeveragesFree Flowing Water <p>PM Snacks</p> <ul style="list-style-type: none">One serving of filipino inspired meriendaOne serving of kakanin <p>Other Food Inclusion: Free Flowing Drinks (Coffee, Hot Chocolate, and Water)</p> <ul style="list-style-type: none">*Must served in plated meals for lunch and pm snacks*Supplier should provide the plate, saucer plates (at least 80 pcs for pica pica), utensils, cutleries, and glasses.*Includes at least 20 rectangular tables with not more than 4 participants per table*Includes at least 80 pcs tiffany chairs	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p>*Skirting of royal blue and gold linen for motif *Serves in area specified by end-users on or before the time specified in delivery date, or as requested by end-users</p> <p><i>Other Requirements:</i> 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> 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;">(Price Vat-Included)</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);
 - 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.


 ANNA LORRAINE ALVIAR / RHODORA T. CARDEL
 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