



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

FINAL RFG

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

Date: May 24, 2023
Quotation #: PS-023-05-077-A
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) for Team Building of OSG Legal Internship Program, inclusive of set-up, operator/marshals, and other charges: <i>Event Date: June 21-22, 2023</i></p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 80 persons. The accommodation is for 2 days and 1 nights. <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> The venue must have a wide space or meeting facilities with tables and chairs, team building facilities with instructor, and other amenities. The venue is preferably to have internet/wifi availability/connectivity for the attendees. <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 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas. <i>Parking Space:</i> The venue should have a parking space that can accommodate the OSG bus which will shuttle the employees to and from the venue. <i>Emergency Response:</i> The venue must be near a police station and/or fire station, or at least equipped for emergency cases. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.; <i>Other Amenities required to be included:</i> Meeting Room/Function Room to be used during the stay with - Basic Sound System with at least 2 microphones Preferably with Projector and Projector Screen Usage of Electrical Outlets and Extensions Wifi/Internet Connectivity</p>	1	lot			

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	Food: First Day: Lunch, PM Snacks, Dinner Second Day: Breakfast, AM Snacks, Lunch *Free flowing water in the function room during activity Note: Supplier must provide option for rescheduling or modification. (Price Vat-Included)					

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. CARDEL
 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