



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

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

Date: June 13, 2023
Quotation #: PS 023-06-087
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	MEAL SET	UNIT PRICE	TOTAL PRICE
1	Procurement of Food for the Conduct of Various Webinars, inclusive of delivery and other charges: Event Title: "Grammar and Business Writing Seminar" Event Date: August 1, 2023; 08:00AM - 12:00PM August 2, 2023; 08:00AM - 12:00PM Delivery Time: on or before 10:30am Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City Minimum Inclusion: One serving of rice One serving of beef/chicken based dish One serving of fish based dish One serving of vegetable dish One serving of dessert At least one sweetened drinks or beverage <i>No pork ingredients to be used.</i>	25 25	pax pax			
2	Event Title: "7 Habits for Highly Effective People: Foundation for Filipino Public Servants" Event Date: August 7, 2023; 08:00AM - 12:00PM August 8, 2023; 08:00AM - 12:00PM August 9, 2023; 08:00AM - 12:00PM August 10, 2023; 08:00AM - 12:00PM August 11, 2023; 08:00AM - 12:00PM Delivery Time: on or before 10:30am Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City Minimum Inclusion: One serving of rice	38 38 38 38 38	pax pax pax pax pax			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
3	<p>One serving of beef/chicken based dish One serving of fish based dish One serving of vegetable dish One serving of dessert At least one sweetened drinks or beverage <i>No pork ingredients to be used.</i></p> <p>Event Title: "The 6 Critical Factors for Leading Team" Event Date: September 11, 2023; 08:00AM - 12:00PM September 12, 2023; 08:00AM - 12:00PM September 13, 2023; 08:00AM - 12:00PM September 14, 2023; 08:00AM - 12:00PM September 15, 2023; 08:00AM - 12:00PM Delivery Time: on or before 10:30am Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City</p> <p>Minimum Inclusion: One serving of rice One serving of beef/chicken based dish One serving of fish based dish One serving of vegetable dish One serving of dessert At least one sweetened drinks or beverage <i>No pork ingredients to be used.</i></p> <p>GENERAL REQUIREMENTS <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 3 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on specified date. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity 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>	43	pax			

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, above Php500,000);

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 / ANNA LORRAINE C. ALVIAR
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-osjprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)