



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

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

Date: June 14, 2023
Quotation #: PS 023-06-088
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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
	<p>Procurement of Grazing Table and Juice/Drink Bar Services for 2023 OSG Anniversary Celebration, inclusive of delivery and other charges:</p> <p>Event Date: June 23, 2023; 05:00pm to 10:00pm (onwards) Delivery Address: Rizal Park Hotel South Road Drive, Kalaw Ave. Ext. Manila Estimated no. of Attendees: 500-700 pax</p> <p>Scope of Works: Provide Food/Snacks and Grazing Table Setup in accordance with the motiff (Filipino Fiesta Theme).</p> <p><i>Delivery and Installation</i> The required equipment and onsite staff must be ready to served on or before 03:00pm or as required by end-user. Installation should be done in the morning of June 23, 2023. Grazing Table will be divided into 5 set-ups for 120 pax each, or may be subject to change dependent on the authorized representative of end-user. Provide platter set-up in ten (10) VIP table in a aesthetic set-up and plates. Dismantling of all venue decorations after the event.</p> <p><i>Coverage:</i> The supplier shall be present at the activity from 04:00pm to 06:00pm.</p> <p><i>Onsite Staff:</i> The onsite staff shall consist of the necessary number of crews needed for installation, serving, and dismantling of grazing table and juice/drinks bar setup. The onsite staff must be fully vaccinated against COVID-19.</p> <p><i>Minimum Inclusion of Food and Juice Bar:</i> At least three kinds of Filipino Rice Cakes (Preferably puto with cheese, sapin sapin, biko, etc.) Nuts or Chips (Preferably fried nuts and fish crackers) Sago't Gulaman</p> <p><i>Quality:</i> Delicious; Foods and Drinks are prepared in proper, hygienic and safe place; Bite-size Servings; Spill-free; Freshly made (not spoiled); Served at the specified time Set-up for tables should be intricate, aesthetic, and relevant to the event's motiff</p>	1	LOT			

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	<p><i>Note: Supplier should provide at least picture of sample set (or provide actual sample set for taste test) and table set-up for 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 might differ upon actual delivery/PO with prior notice of at least one week before the event. Any food found in not good quality during the event is subject for replacement. Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue at least two days before the event. 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 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.


ANNA LORRAINE C. 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