



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

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

Date: September 7, 2023  
Quotation #: PS-023-09-120  
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
1	<p><b>Lease of Venue (with Catering Services - Food, Tables and Chairs) for the HRMPSB Activity for FY 2023, inclusive of VAT, taxes, and other charges :</b></p> <p>Event Title: <b>HRMPSB Admin Capacity-Building Program FY 2023</b>  <i>Event Date: September 25, 2023; 10:00AM - 04:00PM</i>            No. of pax: 20 pax</p> <p><i>General Specifications:</i>  <b>Venue</b>  <i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue.  <i>Space Requirement:</i> The venue must accommodate at least 20 persons in a round table or classroom set-up that allow social distancing.  <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.  <i>Facilities:</i> The venue must have a training room with complete training facilities such as tables, chairs, white board, projector, projector screen, microphones and basic sound system. The venue must have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use.;  <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment.  <i>Parking Space:</i> The venue must have parking spaces or near parking area that are readily available for attendees; The venue should have a roadway access/nearby drop off point 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.  <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;  <i>Other Amenities:</i> Basic Lights and Sounds; Wifi Connection; and can Cater Food.  <b>Food:</b>  <i>Minimum Inclusion:</i></p>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	a. Lunch (at least include two viands of meat/fish dish, rice, dessert, and at least one beverage) b. PM Snacks (at least include sandwich/burger and side dish with at least one beverage) <i>Other Requirements:</i> *Free-Flowing Water and Coffee/Tea *Table and Chair Set-up  Note: Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.  <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 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 -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 LORAIN ALVIAR / RHODORA T. CARDEL  
 SIGNATURE OF CANVASSER

*For more information, you may contact us:*

Telephone: 8836-3314  
 Telefax: 8813-1174

*Please send your quotation to:*

https://procurement.phil.gov.ph