



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>Lease of Venue (with Catering Services - Food, Tables and Chairs) for the HRMPSB Activity for FY 2023, inclusive of VAT, taxes, and other charges :</p> <p>Event Title: HRMPSB Admin Capacity-Building Program FY 2023 Event Date: <i>September 25, 2023; 10:00AM - 04:00PM</i> No. of pax: 20 pax</p> <p><i>General Specifications:</i> Venue <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. Food: <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. GARDEL
 SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
 Telefax: 8813-1174

Please send your quotation to:

rfq@osp.quezon.gov.ph