



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

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

Date: January 23, 2023
Quotation #: PS 023-01-004-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	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Food for Skeletal Work Force during SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2022 OSG Praise Awarding Ceremony), inclusive of delivery and other charges:</p> <p>Event Title: "SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2022 OSG Praise Awarding Ceremony)"</p> <p>Event Date: January 31, 2023; Delivery Time: 10:00a.m. Delivery Address: Office of the Solicitor General 134 Amorsolo Street, Legaspi Village, Makati City Estimated no. of Attendees: 200 pax</p> <p>Minimum Inclusion: One servings of pancit One servings of bibingka (bibingkinitan size) At least one viands of filipino merienda One Beverage</p> <p>Packaging Individually packed with utensils No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>Quality: 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>	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<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 January 27, 2023. 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>					

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.



RHODORA T. CARDEL / CHRISTIAN D. BUAT
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

OSG-HA-QF-039

Rev.00 (05 July 2018)