



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

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

Date: February 20, 2023  
Quotation #: PS 023-02-030  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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
	<p><b>Procurement of Food for the OSG Online New Employee Orientation 2023, inclusive of delivery and other charges:</b></p> <p>Event Title: <b>"OSG New Employee Orientation"</b></p> <p>Event Date:</p> <p>March 8, 2023</p> <p>March 9, 2023</p> <p>March 10, 2023</p> <p>Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City</p> <p><b>Minimum Inclusion:</b></p> <p>At least one viands of chicken based dish</p> <p>At least one viands of vegetable dish</p> <p>At least one variant of dessert</p> <p>Beverage</p> <p><b>Packaging</b></p> <p>Individually packed with utensils</p> <p>No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p><b>Quality:</b></p> <p>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>	75	pax			
		70	pax			
		70	pax			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p><i>Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on February 28, 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 align="center"><b>(Price Vat-Included)</b></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 Small Value Procurement, above Php500,000);
  - 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](mailto:rfq.osgprocurement@gmail.com)