



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

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

Date: April 12, 2023
Quotation #: PS-023-04-057
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 |
|----------|--|-----|------|-------|------------|-------------|
| | <p>Lease of Venue (with Catering Services) for BAC Planning, inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: April 19 -21, 2023</i></p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 40 persons. The accommodation is for 2 days and 3 nights. <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> The venue must have a wide space or meeting facilities or tents with tables and chairs, swimming pool and beach, and with restaurant. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue should have a facilities for disabled guests. <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas. <i>Parking Space:</i>The venue should have a parking space 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, or at least equipped for emergency cases. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.; <i>Other Amenities required to be included:</i> Meeting Room/Function Room to be used during the stay with - Basic Sound System with at least 2 microphones Preferably with Projector and Projector Screen Usage of Electrical Outlets and Extensions Wifi/Internet Connectivity</p> | 40 | pax | | | |