



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

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

Date: January 17, 2024  
Quotation #: PS 024-01-005-A  
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.

**JESSICA L. CASTRO**  
CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of Food for Skeletal Workforce and Crew Meals during the Sinag Awarding Ceremony, exclusive of delivery and other charges:</b></p> <p>Event Title: <b>"SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2023 OSG Praise Awarding Ceremony)"</b></p> <p>Event Date: February 5, 2024</p> <p>Delivery Addresses:</p> <p>100 pax <b>Manila Metropolitan Theatre</b> Padre Burgos cor Arroceros St., Ermita, Manila</p> <p>85 pax <b>Office of the Solicitor General Main Building</b> 134 Amorsolo St. Legaspi Village, Makati City (No. of pax per delivery address may be changed before the event date)</p> <p>Delivery Time: on or before 09:00AM Estimated no. of Attendees: 185 pax</p> <p><b>Minimum Inclusion:</b> <b>Packed Meals with at least:</b></p> <ul style="list-style-type: none"> <li>One serving of chicken sotanghon guisado</li> <li>One serving of turon</li> <li>One serving of grilled pandesal (preferably with cheese)</li> <li>One serving of vegetable spring roll</li> <li>One bottle of water or any beverage</li> </ul> <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 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on January 24, 2023. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity/estimated no. of pax 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>					

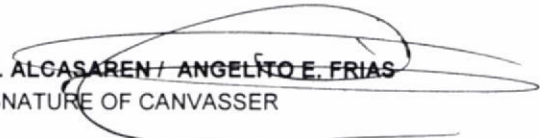
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
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 above P500K);
    - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required);
    - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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.

  
**JOSEPHINE C. ALCASAREN / ANGELITO E. FRIAS**  
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)

OSG-HA-QF-039

Rev.00 (05 July 2018)