



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 27, 2023
Quotation #: PS 024-05-098
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>Procurement of Food and Beverages for the conduct of the "2024 New Employee Orientation (NEO)", inclusive of taxes, services, delivery, and other charges:</p> <p>1 Event Date: July 15, 2024; 08:00am to 04:00pm 103 pax 2 Event Date: July 16, 2024; 08:00am to 04:00pm 110 pax 3 Event Date: July 17, 2024; 08:00am to 04:00pm 104 pax</p> <p>Delivery Address: 7th Floor Convergys One Building 6796 Ayala Avenue corner Salcedo St. Legaspi Village, Makati City.</p> <p>Minimum Inclusion: MORNING SNACKS Sandwich with Side Dish or Pasta with Bread Beverage (Coffee/Tea/Juice) Serving Time: On or Before 08:00am Serves in area specified by end-users</p> <p>LUNCH At least one viand of fish based dish At least one viand of beef or chicken based dish At least one viand of vegetable based dish Steamed Rice At least one variant of dessert (fruits or pastry) Beverage Serving Time: On or Before 11:30am Serves in area specified by end-users</p> <p>AFTERNOON SNACKS Sandwich with side dish or Pasta with bread Beverage (Coffee/Tea/Juice) Serving Time: On or Before 02:30pm Serves in area specified by end-users</p> <p>Other Requirements: *Free-Flowing Water and Coffee and/or Tea or Juice *Table and Chair (Preferably Rectangular Table) *Dishes must be served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutlery, and glasses *All left-over foods should be properly coordinated to end-user and be given to the authorized representative. *At least two (2) personnel/server during event *All servers should be in uniform with name tags of "Supplier" *Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue.</p> <p>Quality: Delicious/Delectable; Meals are prepared in proper, hygienic and safe place; Big Serving; 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>					

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on June 14, 2024. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for rescheduling, and/or modification due to possible change in quarantine levels or agency announcement. Further, supplier must conform to any changes with the delivery address upon actual contract implementation.</p> <p>(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, with ABC above Php500,000.00);
 - d. Notarized Omnibus Sworn Statement is required (with ABC of Php50,000.00 and above);
 - 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.


JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

ospo@procurement@mail.gov.ph

OSG-HA-QF-039

Rev.00 (05 July 2018)