



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 27, 2024
Quotation #: PS 024-05-099
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

RODRIGUELO OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MENU	UNIT PRICE	TOTAL PRICE
	Procurement of Food/Snacks relative to the Conduct of the "Orientation on Data Privacy and Security Awareness" Webinar, inclusive of taxes, services, delivery, and other charges:					
1	Event Date: June 24, 2024; 08:00am to 12:00nn	55	pax			
2	Event Date: June 26, 2024; 08:00am to 12:00nn	55	pax			
3	Event Date: June 27, 2024; 08:00am to 12:00nn	55	pax			
4	Event Date: July 3, 2024; 08:00am to 12:00nn	55	pax			
5	Event Date: July 4, 2024; 08:00am to 12:00nn	55	pax			
6	Event Date: August 6, 2024; 08:00am to 12:00nn	55	pax			
7	Event Date: August 7, 2024; 08:00am to 12:00nn	55	pax			
8	Event Date: August 8, 2024; 08:00am to 12:00nn	55	pax			
9	Event Date: August 9, 2024; 08:00am to 12:00nn	55	pax			
	<p>Delivery Address: Office of the Solicitor General 134 Amorsolo St. Legaspi Village, Makati City</p> <p><i>Minimum Inclusion:</i> Lunch <i>Delivery Time: On or before 11:00 a.m</i> <i>Serves in area specified by end-users</i> <i>Each set must contain the following:</i> One viand of fish based dish One viand of beef or chicken based dish One viand of vegetable based dish Steamed Rice One variant of dessert (fruits or pastry) 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> <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 of above Php500,000.00);
 - d. Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 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.

alcasaren
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:

procurement@small.com

OSG-HA-QF-039

Rev.00 (05 July 2018)