



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 24, 2024
Quotation #: PS 024-05-112
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	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Procurement of Food and Beverages (Buffet Set-up) for the "Closing Ceremony of OSG Sportsfest 2024" , inclusive of taxes, services, delivery, and other charges:</p> <p>Event Title: "OSG 2024 Sportsfest Closing Ceremony" Event Date: June 28, 2024; 07:00am to 04:00pm</p> <p>Delivery Address: Ninoy Aquino Stadium, Rizal Memorial Sports Complex P. Ocampo St., Malate, Manila</p> <p>VIP BUFFET LUNCH Set-up Ready Time: 08:00a.m. Quantity: 50 pax Minimum Inclusion: At least one viand of beef based dish At least one viand of chicken based dish At least one viand of fish based dish At least one viand of pasta dish Steamed Rice At least one variant of dessert (fruits or pastry) Beverage: Juice/Water/Coffee Juice: To be served at start of dining Water: To be served upon arrival of VIP guests</p> <p>GENERAL REQUIREMENTS: No pork/blood based ingredients to be used in all dishes due to dietary restriction of religion</p> <p>Other Requirements: *Free-Flowing Water and Coffee with Complete Condiments *Table and Chair Set-up 5 pcs of Ten (10) Seater Round Table 50 pcs complete set-up with plates, glasses, cutleries, and bone cloth napkin (layfold) 5 sets of Table Numbers with Table Holders 5 sets of guest table centerpieces *Dishes must be served in an aesthetic spread/buffet table with skirting *Supplier should provide additional plates, utensils, cutleries, and glasses, if needed *All left-over foods should be properly coordinated to end-user and be given to the authorized representative. *At least three (3) 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>	1	lot			

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:

procurement@pmil.com