



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

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

Date: July 11, 2024
Quotation #: PS 024-07-133-A
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
1	<p>Procurement of Food and Beverages for Conduct of Moot Court Competition and Social Gathering - OSG Legal Internship Program (OSG-LIP), inclusive of taxes, services, delivery, and other charges:</p> <p>Event Title: "Moot Court Competition and Social Gathering - OSG Legal Internship Program (OSG-LIP)" Event Date: July 23, 2024; 9:00am to 7:00pm No. of pax: 100 Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City.</p> <p>Minimum Inclusion: LUNCH (Packed Lunch) Delivery Time: On or before 11:00am Serves in area specified by end-users Each set must contain at least of the following: At least one viand of beef or chicken dish At least one viand of vegetable dish Steamed Rice At least one variant of dessert Beverage (Canned Soda or Bottled Iced Tea or Bottled Water) <i>Note: No pork ingredients for all dishes</i></p> <p>Packaging Individually packed with utensils and tissues No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>DINNER (MANGED BUFFET) Serving Time on or before 4:00pm Serves in area specified by end-users At least one serving of viand of seafood dish At least one viand of beef or chicken dish At least one viand of vegetable dish At least one pasta dish Steamed Rice At least one variant of dessert Canned Soda or Bottled Iced Tea Cold Drinking Water Coffee <i>Note: No pork ingredients for all dishes</i></p>	100	pax			

<p><i>Other Requirements:</i></p> <ul style="list-style-type: none"> *Skirted Buffet table *Dishes must served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, 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>Quality:</p> <p>Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time;</p> <p>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 July 15, 2024, 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.</p> <p style="text-align: center;">(Price Vat-Included)</p>					
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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);
 - d. Notarized Omnibus Sworn Statement is required;
 - 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.

alcajarta
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:

rfq.osgprocurement@gmail.com