



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: July 9, 2024
Quotation #: PS 024-07-140
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>Additional request for the Procurement of Food/Snacks relative to the conduct of the 3rd Phase of the Employee Competency Assessment, Modeling and Profiling Project, inclusive of taxes, services, delivery, and other charges:</p> <p>Event Date: July 22, 2024, 09:00AM - 04:00PM Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City, City Estimated No. of Attendees: 30 pax</p> <p>Minimum Inclusion: AM SNACKS Serving Time: 7:30 a.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides or Pasta with bread Coffee/Tea/Juice (Preferably free-flowing coffee)</p> <p>LUNCH Serving Time: Lunch: 11:45 a.m. Serves in area specified by end-users Each set must contain the following: At least one viand serving of fish based dish At least one viand serving of beef or chicken based dish At least one viand of vegetable dish At least one servings of rice At least one variant of dessert (fruits or pastry) Beverage</p> <p>PM SNACKS Serving Time: 2:45 p.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides or Pasta with bread Coffee/Tea/Juice</p>	30	pax			
2	<p>Event Date: July 24, 2024, 09:00AM - 04:00PM Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City, City Estimated No. of Attendees:59 pax</p> <p>Minimum Inclusion: AM SNACKS Serving Time: 7:30 a.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides or Pasta with bread Coffee/Tea/Juice (Preferably free-flowing coffee)</p> <p>LUNCH Serving Time: Lunch: 11:45 a.m. Serves in area specified by end-users Each set must contain the following: At least one viand serving of fish based dish At least one viand serving of beef or chicken based dish At least one viand of vegetable dish At least one servings of rice At least one variant of dessert (fruits or pastry) Beverage</p>	59	pax			

	<p>PM SNACKS Serving Time: 2:45 p.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides or Pasta with bread Coffee/Tea/Juice Other Requirements: *Free-Flowing Water and Coffee and/or tea *Dishes must served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, glasses and tissues *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. 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. Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on April 12, 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; (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:

rfq.osgprocurement@gmail.com