



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

To: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 Fax No. \_\_\_\_\_

Date: September 4, 2024  
 Quotation #: PS 024-09-178  
 ABC: ₱191,300.00

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
1	<p><b>Procurement of Food and Beverages for the Conduct of "Advance Arbitration Training for the States", inclusive of taxes, services, delivery, and other charges:</b></p> <p><b>Event Date: September 16, 2024, 09:00AM - 05:00PM</b>            Delivery Address: Convergys One Building            6796 Ayala Ave cor. Salcedo St.            Legaspi Village, Makati City. City</p> <p><b>Minimum Inclusion:</b>  <b>AM SNACKS</b>            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)            At least Ten (10) Allocation for Vegetarian Sandwich with side dish or Vegetarian Pasta with bread</p> <p><b>LUNCH</b>            Serving Time: Lunch: 11:50 a.m.            Serves in area specified by end-users            Each set must contain the following:            At least one vegetarian dish            At least one viand serving of beef based dish            At least one viand serving of 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><b>PM SNACKS</b>            Serving Time: 2:50 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            At least Ten (10) Allocation for Vegetarian Sandwich with side dish or Vegetarian Pasta with bread  <i>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</i></p>	60	pax			
2	<p><b>Event Date: September 17, 2024, 09:00AM - 05:00PM</b>            Delivery Address: Convergys One Building            6796 Ayala Ave cor. Salcedo St.            Legaspi Village, Makati City. City</p>	60	pax			

3	<p><b>Minimum Inclusion:</b>  <b>AM SNACKS</b>  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)  At least Ten (10) Allocation for Vegetarian Sandwich with side dish or Vegetarian Pasta with bread</p> <p><b>LUNCH</b>  Serving Time: Lunch: 11:50 a.m.  Serves in area specified by end-users  Each set must contain the following:  At least one vegetarian dish  At least one viand serving of beef based dish  At least one viand serving of 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><b>PM SNACKS</b>  Serving Time: 2:50 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  At least Ten (10) Allocation for Vegetarian Sandwich with side dish or Vegetarian Pasta with bread  <i>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</i></p> <p><b>Event Date: September 18, 2024, 09:00AM - 12:00NN</b>  Delivery Address: Convergys One Building  6796 Ayala Ave cor. Salcedo St.  Legaspi Village, Makati City. City</p> <p><b>Minimum Inclusion:</b>  <b>AM SNACKS</b>  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)  At least Ten (10) Allocation for Vegetarian Sandwich with side dish or Vegetarian Pasta with bread</p> <p><b>LUNCH</b>  Serving Time: Lunch: 11:50 a.m.  Serves in area specified by end-users  Each set must contain the following:  At least one vegetarian dish  At least one viand serving of beef based dish  At least one viand serving of 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  <i>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</i></p> <p><b>Other Requirements:</b>  *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 with food container/box.  *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 employees and list of equipment they will bring inside the venue.</p>	60	pax			
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	<p>Quality: Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; 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 September 11, 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;"><b>(Price Vat-Included)</b></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.

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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.

*adca jam*  
**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](mailto:rfq.osgprocurement@gmail.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)