



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

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

Date: September 9, 2024  
Quotation #: PS 024-09-180  
ABC: \_\_\_\_\_

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.

**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 "Management Review 2024", Inclusive of taxes, services, delivery, and other charges:</b></p> <p><b>Event Date: October 2, 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: 9:00 a.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Goto't Tokwa Juice</p> <p><b>LUNCH</b> Serving Time: Lunch: 11:00 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 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 Baked Macaroni with Toasted Bread or Sotanghon Guisado with Mini Turon Juice <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, tissues and 80 saucer plates for pica pica per participants *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>	78	pax			

<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 1 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on September 18, 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>									
--	--	--	--	--	--	--	--	--	--

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.

  
**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)