



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: September 25, 2024
Quotation #: PS 024-09-183
ABC: _____

Attention: _____

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
	<p>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) and Technical Equipments for OSG Year End Assessment Activity, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p>Event Date: December 9, 2024 Estimated No. of Pax: 800-900 pax</p> <p>General Specifications: The office of the Solicitor General intends to lease an events place that will include the necessary physical, technical, and food beverage requirements for the conduct of its Year End Assessment Activity (YEAA).</p> <p>Venue Accessibility/Location: The venue should be located within a 10-kilometer radius from the OSG Main Building and must be accessible via land travel from Makati City. Space Requirement: The venue should comfortably seat eight hundred (800) to nine hundred (900) persons in banquet-style or arranged in round tables with linens and centerpiece; The allotted use of the venue for the program is at least five (5) hours, excluding the time for the ingress, egress, set-up and clean-up. The venue must have function rooms/area to serve as; a. Area for dinner and entertainment with stage and dancefloor set-up; b. At least one (1) comfortable function room or holding area for VIPs, One (1) room for organizers, and one (1) room for suppliers; c. Provision area for LED wall panels.</p> <p>The venue must allow the YEAA Committee members and outsourced suppliers should be given an ingress time of 3:00 a.m. or earlier.</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting, proper ventilation, and airconditioned.</p> <p>Facilities: The venue must have the following: Complimentary high-speed internet connectivity Free use of round tables and chairs, preferably 80-90 round tables for 800 to 900 persons with linen and centerpiece. Audio-visual and Sound System with the following minimum inclusion: Basic audio equipment such as but not limited to: (a) Speakers; (b) at least 2 microphones, and (c) CD Player Stage, Rostrum and podium Free use of basic/house lights Area for the use of a LED screen, one projector, and at least two (2) projector screens;</p> <p>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; Standby medic or clinic within premises and 24/7 front desk and security; The venue must be properly sanitized, and preferably with daily disinfection to common areas. The venue must have security, engineering, and maintenance staff on-site during the ingress, egress and actual event.</p>	1	lot			

	<p>The venue shall:</p> <p>Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation;</p> <p>Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue;</p> <p>Strictly implement security measures inside the premises, including its vicinity.</p> <p>Parking Space: The venue provider should have a parking area that can accommodate at least 100 vehicles including five (5) OSG Buses. Similarly, the venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. Moreover, it must provide at least 10 complimentary parking passes to the OSG;</p> <p>Emergency Response: The venue must be near a police station and/or fire station.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.;</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> The lessor must allow modification on the no. of pax within the range of 800-900 pax. The lessor must also allow entry of outsourced suppliers, and/or provide options to upgrade or additional visual lights or sounds equipment. Additional charges are allowed provided that it will be presented separately in the quotation. The lessor should be able to complete the set-up in the mornig of December 9, 2024 The lessor is responsible for dismantling the set-up after the event. <p>FOOD AND BEVERAGE:</p> <p>The Service Provider must comply with the with following specifications for food and drinks:</p> <ol style="list-style-type: none"> a. The food must be prepared within the premises or proximity of the venue to avoid spoilage; b. Plated dinner option for at least fifty (50) VIP participants including exclusive/dedicated service personnel for VIP tables; c. Buffet style dinner option for 800-900 partiicipants, inclusive of: <ol style="list-style-type: none"> i. One Kind of Soup ii. Four Kind of Salad iii. One Kind of Pasta iv. Chicken entrée v. Beef entrée vi. Pork entrée vii. Vegetable dish viii. Five Kind of Dessert ix. Bread Station x. Free-flowing coffee or tea xi. One (1) round of iced tea xii. Drinking water <p><i>Note: The supplier must allow adjustment on the no. of pax for plated dinner and dinner buffet, for at least 1 week prior of the event.</i></p> d. Complete Customized set-up for the buffet stations and dinner tables, and ambient décor styled according to the event theme; e. Must be able to provide uniformed and well-trained banquet service personnel; f. Must conduct food sampling/tasting for the event organizers and present a mock -up banguet set-up presentation prior to the event.) g. Must allow entry and consumption of roast beef, pork lechon, alcoholic and non alcoholic beverages. h. Must be able to provide exclusive waiters and plating service for VIPs <p>Note: Attached herewith the Terms of Reference which supplier must comply upon awarding. Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for scheduling or modification.</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 (50K Above);
 - e. Tax Clearance Certificate;
 - f. 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.

alcazaren
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

OSG-HA-QF-039

Rev.00 (05 July 2018)