



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: September 24, 2024  
Quotation #: PS 024-09-194  
ABC: ₱51,600.00

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
1	<p><b>Procurement of Food and Beverages for the Conduct of "Training-Workshop on Gender Mainstreaming and the Application of the Harmonized Gender and development Guidelines (HGDG)", inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Title: "Training-Workshop on Gender Mainstreaming and the Application of the Harmonized Gender and development Guidelines (HGDG)"</p> <p>Event Date: October 24-25 2024; 8:00am to 5:00pm No. of pax: 43 pax/day Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City.</p> <p><b>Minimum Inclusion:</b></p> <p><b>MORNING SNACKS</b> Sandwich with side dish or Pasta with bread Beverage (Coffee/Tea/Juice) Serving Time on or before 7:30am Serves in area specified by end-users <i>Note: No pork ingredients for all dishes</i></p> <p><b>LUNCH</b> At least one serving of viand 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 variant of dessert (fruits or pastry) Rice Beverage Serving Time on or before 11:50am Serves in area specified by end-users <i>Note: No pork ingredients for all dishes</i></p> <p><b>AFTERNOON SNACKS</b> Sandwich with side dish or Pasta with bread Beverage (Coffee/Tea/Juice) Serving Time on or before 3:00pm Serves in area specified by end-users <i>Note: No pork and/or any blood-based dish/ingredients</i></p> <p><b>Other Requirements:</b> *Free-flowing water and coffee *Table and Chair Clothing *Must served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, tissues and glasses</p>	1	lot			

<p>*All left-over foods should be properly coordinated to end-user and be given to the authorized representative with 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 names of employees and list of equipment they will bring inside the venue.</p> <p>Quality:          Delicious; Meals are prepared in proper, hygienic and safe place;          Big Serving; 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 October 15, 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;
  - 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](mailto:rfq.osgprocurement@gmail.com)