



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: October 4, 2024  
Quotation #: PS 024-10-199  
ABC: ₱15,000.00

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 "2024 OSG-Codi Policy Discussion and Process Application", inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Title: "2024 OSG-Codi Policy Discussion and Process Application" Event Date: October 16, 2024; 8:00am to 5:00pm No. of pax: 25 pax/day Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati Makati City.</p> <p><b>Minimum Inclusion:</b> <b>MORNING SNACKS</b> Sandwich with side dish or Pasta with bread Beverage (Coffee/Tea/Juice) Serving Time on or before 9:00am Serves in area specified by end-users <i>Note: No pork ingredients for all dishes</i></p> <p><b>LUNCH</b> 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 (Coffee/Tea/Juice) Serving Time on or before 11:00am 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 2:00pm Serves in area specified by end-users <i>Note: No pork and/or any blood-based dish/ingredients</i></p> <p>Packaging Individually packed with utensils and tissues No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p>	1	lot			

	<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 October 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;
  - 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)