

Republic of the Philippines Office of the Iolicitor General

Request for Quotation

Date: Quotation #: ABC: November 5, 2024 PS 024-11-217A

Fax No.	_
Attention.	

Tel. No.:

To:

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

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To be filled-out by Supplier:						
ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	PRICE	TOTAL PRICE
	Procurement of Food for the Culminating/Fellowship Night of Onsite THAIL participants, Assistant Solicitors General, and Solicitor General with guests from THAIL Curatorium Members and Officials, Department of Foreign Affairs, Philippine Judicial Academy (PhiIJA) and Philippine Embassy in The Hague, Netherlands, inclusive of taxes, services, delivery, and other charges:					
1	Event Date: November 28, 2024, 5:00PM - ONWARDS Delivery Address: 7th flr. Training Room, Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City	100	pax			
	Minimum Inclusion: DINNER Serving Time: 5:45 p.m. Serves in area specified by end-users Each set must contain the following: At least one variant of salad At least one variant of appetizer At least one viand of vegetable At least one viand of beef or pork based dish At least one viand of chicken based dish At least one serving of rice At least one serving of pasta Dessert bar Beverage Additional Food Inclusions: *Free-Flowing Water *Coffee Station with condiments Dietary Restrictions: *No truffles or foods with truffle flavor due to allergen restrictions. *No more than two (2) viands must contain lactose (i.e., milk, dairy products) due to Prof. Jean Ho's dietary restrictions. *At least one (1) viand must be acceptable/palatable for vegetarian guest/s. (No usage of any kinds of meat in vegetable dish) *Only local fish should be served for fish based dishes *No pork ingredients to be used in any dishes, except for the porkbased main entrée, due to religious restrictions. *Able to accommodate Halal and Kosher dietary restrictions, or adjust to any other dietary requests, with at least two days' notice from the authorized representative of the agency. 					
	*Food selections should cater to the preferences of European guests. *Meals must be delicious, prepared in a clean, hygienic, and safe environment, served in large portions, spill-free, freshly made (not spoiled), and ready to served at the specified time. *The supplier should guarantee that, in the event of spoilage or poor-quality meals, they will immediately replace and provide the same meals.					
	 Buffet, Table and Chairs Set-up *The supplier should provide round tables and Tiffany chairs with skirting. *Each round table must have an elegant centerpiece, selected by the authorized representative of the end user. *Dishes must be presented on an aesthetically arranged buffet table with skirting. *The supplier should provide plates, utensils, cutlery, glasses, bone cloth napkins (layfold), and tissues. *The supplier should provide additional plates, utensils, cutlery, glasses, bone cloth napkins (layfold), and tissues as needed. 					
	*Dishes must be served in an aesthetic spread/buffet table with skirting.					

Manpower Requirements:			
*At least five (5) personnel/servers should be present during the			
event to serve food and plated meals, if needed.			
*One (1) event planner must be available to coordinate with the			
program committee for the timely serving of food in the event space			
and to accommodate any requests from VIPs.			
*All staff must wear uniforms with name tags.			
*The supplier is required to provide a list of employees and a list of			
equipment to be brought into the venue.			
*The supplier is requested to begin ingress at least 2 hours prior to			
the event and complete ingress by 05:45 PM			
Packaging Requirements for Left-overs: *Supplier should provide food containers for any excess food.			
*All left-over foods should be properly coordinated to end-user and be given to the authorized representative.			
Requirement of Supplier (as part of technical requirement)			
Due to the elevated status and dietary restrictions, as well as			
allergen considerations for members of the Curatorium of THAIL,			
the supplier must demonstrate the ability to cater to the event as			
follows:			
*Supplier must be engaged in catering service for at least 20 years			
which should be supported by their proof of registration in DTI or			
SEC.			
*Provide photographs of table settings from previous contracts.			
*Offer a food tasting (at least enough for two persons) for an authorized representative of the end-user.		3	
*Submit a portfolio of table settings or provide samples of			
linen/tablecloths.			
Note: Quality and quantity of food per serving during the food tasting			
should be identical with the food to be delivered during contract			
implementation. 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.			
(Price)/at Included)			
(Price Vat-Included)			

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. [] Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 and above)
- d. [] Income / Business Tax Return is required; (for SVP with ABC of Php 500,000.00 and above)

e. [] Updated 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.

PAOLO MIGUEL U. TORIO/ RHODORA T. CARDEL

SIGNATURE OF CANVASSER

For more information, you may contact us: Telephone: 8836-3314 Telefax: 8813-1174 Please send your quotation to:

rfa.osgprocurement@gniail.com / osg procurement@yahoo.com

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