



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: October 8, 2024
Quotation #: PS 024-10-204
ABC: ₱20,000.00

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>Procurement of Food and Beverages for the Conduct of "Breast Cancer Awareness Month Celebration", inclusive of taxes, services, delivery, and other charges:</p> <p>Event Date: October 29, 2024; 8:00am to 5:00pm No. of pax: 50 pax/day Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati Makati City.</p> <p>Minimum Inclusion: MORNING SNACKS Sandwich with side dish 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>LUNCH At least one viand serving of chicken based dish At least one viand of vegetable dish Rice Beverage (Coffee/Tea/Juice) Serving Time: on or before 11:30am Serves in area specified by end-users <i>Note: No pork ingredients for all dishes</i></p> <p>Other Requirements: *Free-Flowing Water and Coffee and/or tea *Dishes must be served in an aesthetic spread/buffet table with *Supplier should provide the plates, utensils, cutleries, glasses and tissues *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/servers 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> <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 23, 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>(Price Vat-Included)</p> | 1 | lot | | | |

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.

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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.procurement@yahoo.com

OSG-HA-QF-039

Rev.00 (05 July 2018)