



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

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

Date: May 22, 2024
Quotation #: PS-024-05-093
ABC: _____

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>Lease of Venue (with Catering Services) for 2024 LIP Team Building Activity inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: June 20-21, 2024</i></p> <p>General Specifications: Venue <i>Accessibility/Location:</i> The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 73 persons. The accommodation is for 2 days and 1 nights. <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. Rooms must be fully airconditioned. <i>Facilities:</i> The venue must have a wide space or meeting facilities or function hall, swimming pool and/or beach, and can cater food. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue should have a facilities for disabled guests. The venue should provide space for team building activities with team building facilitator for 60 pax (Legal Interns) Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security; The venue must be properly sanitized, and preferably with daily disinfection to common areas. <i>Parking Space:</i> The venue should have a parking space that can accommodate the OSG bus which will shuttle the employees and interns, to and from the venue. Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases Others: The venue must be structurally sound, well-maintained and attractive.; Other Amenities required to be included: Meeting Room/Function Room to be used for three days - Basic Sound System with microphone Projector and Projector Screen With tables, chair, white board/ flip charts, markers Wifi/Internet Connectivity Team Building Facilities with Facilitator/Organizer Food: First Day: AM Snack, Lunch, PM Snack, Dinner Second Day: Breakfast, Lunch Note: Supplier must provide option for rescheduling or modification. (Please Vat-Included)</p>	73	pax			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within ___ days from the date of RFQ
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - Mayor's / Business Permit;
 - PhilGEPS Registration Number: _____ Membership: Platinum Red
 - Income / Business Tax Return (for Small Value Procurement, above Php500,000);
 - Omnibus Sworn Statement for Small Value Procurement (for above P50,000 Notarized OSS is required);
 - 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.


JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANGELITO E. PRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

8836-3314