



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

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

Date: _____
Quotation #: _____
ABC: _____

October 28, 2024
PS 024-10-205

Attention: _____
Sir/Madam: _____
Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from a duly signed by your representative.

RODRIGO L. QUENAL
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 "THAIL Special Programme of Courses on International Law", inclusive of taxes, services, delivery, and other charges:</p> <p>Event Date: November 18-22 and 25-29, 2024, 09:00AM -</p> <p>Delivery Address: 7th flr. Training Room, Convergys One 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City, City</p> <p>Minimum Inclusion:</p> <p>AM SNACKS Serving Time: 9:00 a.m. or upon arrival of participants Serves in area specified by end-users Each set must contain the following: At least one serving of any Filipino delicacies and snacks (i.e., lomi, goto, sotanghon, pancit, champorado, turon, Filipino sticky rice snacks/"<i>kakanin</i>," etc.) or pasta with Coffee/Tea/Juice (Preferably free-flowing coffee)</p> <p>LUNCH Serving Time: Lunch: 11:00 a.m. Serves in area specified by end-users Each set must contain the following: At least one viand of fish/seafood based dish At least one viand of beef or pork based dish At least one viand of chicken based dish At least one viand of vegetable/salad At least one servings of rice At least one variant of dessert (fruits or pastry) Beverage Viands are not limited to Filipino cuisines/ serving of international cuisines is encouraged for variety</p> <p>PM SNACKS Serving Time: 2:00 p.m. Serves in area specified by end-users Each set must contain the following: At least one serving of any Filipino delicacies and snacks (i.e., lomi, goto, sotanghon, pancit, champorado, turon, Filipino sticky rice snacks/"<i>kakanin</i>," etc.) or pasta with Coffee/Tea/Juice (Preferably free-flowing coffee) <i>There must be no repetition of food selections within a particular week for the duration of the ten (10) - day event</i></p> <p>Other Requirements: *Free-Flowing Water and Coffee with complete condiments *Dishes must served in an aesthetic spread/buffet table with skirting. *Supplier should provide the plates, utensils, cutlery, glasses, and tissues *Supplier should provide 60 saucer plates for pica-pica of participants during seminar</p>	66	pax			

<p>*Supplier should provide additional plates, utensils, cutlery, glasses and tissues, if needed</p> <p>*All left-over foods should be properly coordinated to end-user and be given to the authorized representative.</p> <p>*Supplier should provide food containers for any excess food.</p> <p>*At least three (3) personnel/servers during event to serve the food and plated meals, if needed during the event.</p> <p>*All servers should be in uniform with name tags of "Supplier"</p> <p>*Supplier is required to provide list of employees and list of equipment they will bring inside the venue.</p> <p>*Supplier is requested to begin ingress at least 2 hours prior to the event and complete egress by 6:00pm and/or by the time the program ended on the days of the event.</p> <p>*Sample pictures of table setting must be provided along with quotation for technical evaluation.</p> <p>Quality:</p> <p>Delicious: Meals are prepared in proper, hygienic and safe place; Big Servings: Spill-free; Freshly made (not spoiled); Delivered at specified time;</p> <p>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 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency. 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 align="center">(Price Vat-Included)</p>									
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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
 - Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 and above)
 - Income / Business Tax Return is required; (for SVP with ABC of Php 500,000.00 and above)
 - Updated Tax Clearance Certificate
 - 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 / FATMA K. KARIM
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