



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: March 1, 2024
Quotation #: PS 024-03-049
ABC: _____

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>Lease of Venue (with Catering Services- Food, Tables and Chairs) for the Conduct of Personnel Development Committee's seminar:</p> <p>Event Title: "6 Critical Practices for Leading a Team" Event Date: March 19 - 20, 2024; 8:00am to 5:00pm No. of pax: 40 pax</p> <p>General Specifications: Venue Accessibility/Location: The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue. Space Requirement: The venue must accommodate at least 40 persons in a classroom set-up that allow social distancing Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have a training room with complete training facilities such as tables, chairs, white board, projector, projector screen, microphones, basic sound system, flip charts, pads and pencils. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use.; Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; Parking Space: The venue must have parking spaces or near parking area that readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. Emergency Response: The venue must be near a police station and/or fire station. Others: The venue must be structurally sound, well-maintained and attractive.; Other Amenities: Basic Lights and Sounds; Wifi Connection; and can Cater Food</p>	1	lot			

	<p>Food: a. AM Snacks (at least include sandwich/burger/noodles/pasta and side dish with at least one beverage) b. Lunch (at least include one viands of meat/fish dish, vegetable dish, rice, dessert, and at least beverage) c. PM Snacks (at least include sandwich/burger/noodles/pasta and side dish with at least one beverage)</p> <p><i>Other Requirements:</i> *Free-Flowing Water and Coffee *Table and Chair Set-up</p> <p><i>Quality:</i> Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; 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 must allow ocular visit and provide sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</p> <p style="text-align: center;">(Price Vat-Included)</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 / 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-HA-QF-039

Rev.00 (05 July 2018)