



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: July 1, 2024
Quotation #: PS 024-07-130
ABC: _____

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
	<p>Lease of Venue (with Catering Services - Food, Tables and Chairs Set up) for the Conduct of the OSG-Legal Internship Program (OSG-LIP) Graduation, inclusive of set-up, operator/marshals, and other charges:</p> <p>Event Date/Time: August 7, 2024; 1:00pm to 5:00pm Ingress Time: 5:00am to 1:00pm Egress Time: 5:00pm to 8:00pm</p> <p>General Specifications: Venue Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel (within 10 km radius from OSG. Space Requirement: The venue must accommodate at least 140 persons in a round table set-up with 10 persons in a table. Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have a graduation room with complete facilities such as tables, chairs, podium, LED Wall (9ft x 12ft), at least three (3) wired microphones and Two (2) wireless microphones, basic lights and sound system. The venue is preferably to have internet/wifi availability/connectivity for the attendees.</p> <p>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 at least 3 reserved 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 System; Podium; LED Wall (9ft x 12ft); Engineering Services; Janitorial Service; Sign Stands; Wifi Connection; and can Cater Food</p> <p>Food (Good for 140 pax): a. Plated PM Snacks - Minimum Inclusion: Each person should have at least have a serving of: Sandwich/Savory Pastry One variant of dessert Beverage (Choice of Juice or Soda in can) Free Flowing Coffee/Tea <i>Note: No pork ingredients for all dishes</i> Serving Time: on or before 1:30pm</p> <p>b. Managed Buffet Dinner - Minimum Inclusion: Each person should have at least have a serving of: At least one viand of Seafood based dish At least one viand of Beef based dish At least one viand of Vegetable dish</p>	1	lot			

	<p>At least one Pasta/Noodle dish At least one Salad Dish At least one variant of dessert Steamed Rice Beverage (One round of Coffee/Tea) <i>Note: No pork ingredients for all dishes</i> Serving Time: on or before 4:00pm</p> <p><i>Other Requirements:</i> *Table and Chair Set-up Quality: 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. (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.

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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-HA-QF-039
Rev.00 (05 July 2018)