



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

Date: July 2, 2024  
Quotation #: PS 024-07-132  
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. QJENAL**  
SAO, Administrative Division

*To be filled-out by Supplier:*

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of Food relative to the Conduct of Chair's Hour - OSG Legal Internship Program (OSG-LIP), inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Date: July 12, 2024; 1:00pm to 4:00pm Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City.</p> <p><b>Minimum Inclusion:</b> <b>AFTERNOON SNACKS (PACKED MEAL)</b> Serving Time on or before 1:30pm Serves in area specified by end-users Each set must contain at least of the following: Pasta dish Sandwich ( 45 tuna and 45 chicken) One variant of dessert (pastry) Beverage (Soda or Juice) <i>Note: No pork ingredients for all dishes</i></p> <p>Packaging Individually packed with utensils and tissues; No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>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 should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on July 5, 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><b>(Price Vat-Included)</b></p>	90	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);
  - Notarized Omnibus Sworn Statement 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.

*alla soren*  
**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:**

OSG-HA-QF-039

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)

Rev.00 (05 July 2018)