



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

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

Date: July 26, 2024  
Quotation #: PS 024-07-151  
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
1	<p><b>Procurement of Food/Snacks relative the Conduct of the National Breast Feeding Awareness Month Celebration, inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Title: <b>"National Breast Feeding Awareness Month Celebration"</b> Event Date: August 30, 2024 1:00pm to 5:00pm Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City. City</p> <p>Minimum Inclusion: <b>PM SNACKS</b> <b>AFTERNOON SNACKS</b> Pasta with bread Beverage (Iced Tea or Juice) Serving Time on or before 3:00pm Serves in area specified by end-users <i>Other Requirements:</i> *Free-Flowing Water and Coffee and/or tea *Table and Chair skirting/clothing *Dishes must served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, tissues, food box for left-over food and glasses *All left-over foods should be properly coordinated to end-user and be given to the authorized representative. *At least one (1) personnel/server during event *All servers should be in uniform with name tags of "Supplier" *Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue.</p>	80	pax			

	<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 August 16, 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 style="text-align: center;"><b>(Price Vat-Included)</b></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.

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

OSG-HA-QF-039

Rev.00 (05 July 2018)