



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

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

Date: October 28, 2024
Quotation #: PS 024-10-212
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>Procurement of Food and Beverages for the President, Secretary-General, and Professors of the THAIL Curatorium and Philippine Embassy Officials at the Hague, Netherlands relative to 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 - 05:00PM Delivery Address: 8th flr. Solicitor General Conference Room, Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City</p> <p>Minimum Inclusion: AM SNACKS Set up must be done before 8:00am or arrival of participants Serving Time: 9:00 a.m. or upon arrival of participants Serves in area specified by authorized representative of end-users The buffet set up must include the following menu: At least one serving of Sandwich with side; or Pasta with bread Tea/Juice/Soda</p> <p>LUNCH Serving Time: 11:00 a.m. Serves in area specified by end-users The buffet set up must include the following menu: Appetizer or Soup Salad with dressing Vegetable based dish Main Entrée: Beef based dish Pork based dish Chicken based dish Fish based dish Starch: Steamed Rice and/or Bread (subject to change upon request of end-user) Two (2) Kinds of Dessert Tea/Juice/Soda</p> <p>PM SNACKS Serving Time: 2:00 p.m. Serves in area specified by end-users The buffet set up must include the following menu: At least one serving of Sandwich with side; or Pasta with bread Tea/Juice/Soda</p> <p>Additional Food Inclusions: *Free-Flowing Water *Coffee Station with condiments</p> <p>Dietary Restrictions: *No truffles or foods with truffle flavor due to allergen restrictions. *No pork ingredients to be used in any dishes, except for the pork-based main entrée, due to religious restrictions. *Able to accommodate Halal and Kosher dietary restrictions, or adjust to any other dietary requests, with at least two days' notice from the authorized representative of the agency.</p> <p>Quality of Food Requirements: *Food selections should cater to the preferences of European guests. *There should be no repetition of food selections within a given week during the ten (10)-day event. *Meals must be delicious, prepared in a clean, hygienic, and safe environment, served in large portions, spill-free, freshly made (not spoiled), and ready to served at the specified time. *The supplier should guarantee that, in the event of spoilage or poor-quality meals, they will immediately replace and provide the same meals.</p>	10	pax			

<p>Buffet, Table and Chairs Set-up</p> <ul style="list-style-type: none"> *The supplier should provide round tables and Tiffany chairs with skirting. *Each round table must have an elegant centerpiece, selected by the authorized representative of the end user. *Dishes must be presented on an aesthetically arranged buffet table with skirting. *The supplier should provide plates, utensils, cutlery, glasses, bone cloth napkins (layfold), and tissues. *The supplier should provide at least 10 saucer plates for appetizers (pica- *The supplier should provide additional plates, utensils, cutlery, glasses, bone cloth napkins (layfold), and tissues as needed. <p>Manpower Requirements:</p> <ul style="list-style-type: none"> *At least two (2) personnel/servers should be present during the event to serve food and plated meals, if needed. *One (1) event planner must be available to coordinate with the program committee for the timely serving of food in the event space and to accommodate any requests from VIPs. *All staff must wear uniforms with name tags. *The supplier is required to provide a list of employees and a list of equipment to be brought into the venue. *The supplier is requested to begin ingress at least 2 hours prior to the event and complete egress by 6:00 PM or at least two hours after the program concludes. <p>Packaging Requirements for Left-overs:</p> <ul style="list-style-type: none"> *Supplier should provide food containers for any excess food. *All left-over foods should be properly coordinated to end-user and be given to the authorized representative. <p>Requirement of Supplier (as part of technical requirement)</p> <ul style="list-style-type: none"> *Supplier must be engaged in catering service for at least 20 years which should be supported by their proof of registration in DTI or SEC. *Pictures of table setting from their previous contracts *Food tasting (at least good for 2 persons) for authorized representative of end-users *Table Settings portfolio or sample linen/table cloth <p>Note: Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during contract implementation. 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;">(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. Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 and above)
 - d. Income / Business Tax Return is required; (for SVP with ABC of Php 500,000.00 and above)
 - e. Updated Tax Clearance Certificate
 - f. 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 / osp.procurement@yahoo.com