



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

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

Date: November 7, 2024  
Quotation #: PS 024-11-219  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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>Lease of Venue (with Catering Services- Food, Tables and Chairs) for the Conduct of Lecture on "The Contributions of ITLOS to International Law: From Continental Shelf to Climate Change" inclusive of taxes, services charges, delivery charges, and other charges :</b></p> <p><b>Event Title: "The Contributions of ITLOS to International Law: From Continental Shelf to Climate Change"</b> Event Date: November 22, 2024; 2:00m to 4:00pm No. of pax: 60 pax</p> <p><b>General Specifications:</b> <b>Venue</b> 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 60 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 with markers, projector, projector screen, at least 2 microphones, basic sound system, 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> <p><b>Food:</b> c. PM Snacks (at least include sandwich/burger/noodles/pasta and side dish with at least one beverage)</p> <p><b>Other Requirements:</b> *Free-Flowing Water and Coffee *Table and Chair Set-up</p> <p><b>Quality:</b> Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time;</p>	1	lot			

	<p>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>(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 above P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
  - e.  Updated Tax Clearance Certificate
  - f.  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.

  
PAOLO MIGUEL U. TORIO / RHODORA T. CARDEL / MARIJOIE V. CASTILLO  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**

Telephone: 8836-3314

Telefax: 8813-1174

**Please send your quotation to:**

[rfq.osgp:ocurement@gmail.com](mailto:rfq.osgp:ocurement@gmail.com) / [osgp.procurement@yahoo.com](mailto:osgp.procurement@yahoo.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)