



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

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

Date: November 29, 2024  
Quotation #: PS 024-11-228  
ABC: \_\_\_\_\_

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>Lease of Venue for the Conduct of "Secretariat's Target-Setting and Planning Activity 2024", inclusive of taxes, services, and other charges:</b></p> <p>Event Title: "Secretariat's Target-Setting and Planning Activity 2024"<br/>Event Date: December 12, 2024; 6:00pm to 11:00pm<br/>No. of pax: 40 pax</p> <p>General Specifications:<br/><b>Venue</b><br/>Accessibility/Location: The venue must be within close proximity to the Office of the Solicitor General for efficient access of employee attendees to and from the venue.<br/>Space Requirement: The venue must accommodate at least 40 persons in a Banquet set-up.<br/>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.<br/>Facilities: Sufficient space for participants to promote interaction and collaboration. The venue must have complete training facilities such as tables, chairs, projector, microphones, basic sound system. The venue must have internet connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet.<br/>The venue must have a steady supply of water for hand washing and toilet use.;<br/>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment.<br/>Parking Space: The venue must have parking spaces readily available for attendees.<br/>Emergency Response: The venue must be near a police station and/or fire station.<br/>Others: The venue must be structurally sound, well-maintained, and attractive.;<br/>Other Amenities: AV tech specialist on site; Basic Lights and Sound with at least two (2) wireless microphones; internet connectivity; Set-up should also have an elevated stage and activity floor.</p> | 1   | lot  |       |            |             |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  | <p>Note: Supplier must allow ocular visit. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</p> <p>(Price Vat-Included)</p> |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

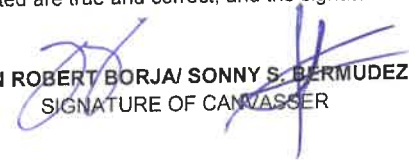
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**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.

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.

  
**ADRIAN ROBERT BORJA/ SONNY S. BERMUDEZ**  
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.procurement@yahoo.com](mailto:osg.procurement@yahoo.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)