



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

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

Date: December 5, 2024
Quotation #: PS 024-12-227
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>Procurement of Food and Beverages for the Conduct of "Secretariat's Target-Setting and Planning Activity 2024", inclusive of taxes, services, delivery, and other charges:</p> <p>Event Date: Decmber 12, 2024, 06:00PM - 11:00PM Delivery Address: within Makati City</p> <p>No of Pax: 40</p> <p>Minimum Inclusion: DINNER BUFFET Serving Time: 6:00 p.m. - Onwards Serves in area specified by end-users Each set must contain the following: At least two (2) variety of appetizer At least one viand serving of beef based dish At least one viand serving of chicken based dish At least one viand serving of seafood based dish At least one variant of pasta dish At least one servings of rice At least one variant of dessert Beverage Bottled water</p> <p><i>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</i></p> <p><i>Other Requirements:</i> *Dishes must be served in an aesthetic spread/buffet table with skirting food tags and table centerpiece. *Supplier should provide the plates, utensils, cutleries, glasses and tissues. *All left-over foods should be properly coordinated to end-user and be given to the authorized representative with food container/box. *At least four (4) well trained personnel/server during event *All servers should be in uniform with name tags of "Supplier" *Supplier is required to provide list of employees and list of equipment they will bring inside the venue.</p> <p>Quality: Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; 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>	1	lot			

	<p>Note: Supplier should provide at least 1 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on December 10, 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;">(Price Vat-Included)</p>								
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Delivery Period: _____
Warranty: _____
Price Validity: _____

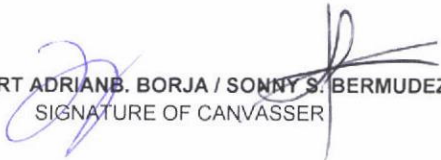
SIGNATURE OF AUTHORIZED REPRESENTATIVE

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.

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.


ROBERT ADRIAN B. 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:

igosa@procurement.gov.ph

OSG-HA-QF-039

Rev 00 (05 July 2018)