



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

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

Date: May 21, 2025
Quotation #: PS 025-05-060
ABC: ₱293,200.00

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	UNIT PRICE	TOTAL PRICE
	Procurement of Food and Beverages for various trainings/ seminars of the Office of the Solicitor General, inclusive of taxes, services, delivery, and other charges:				
	Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City (ONSITE) 134 Amorsolo St., Legaspi Village, Makati City (ONLINE)				
pax	COACHING FOR RESULTS (ONSITE) Event Date: June 10, 2025; 8:00AM - 5:00PM	50			
pax	June 17, 2025; 8:00AM - 5:00PM No. of Pax: 50 pax per day	50			
	Minimum Inclusion: AM SNACKS Serving Time: On or before 7:30AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage				
	LUNCH Serving Time: On or before 11:50AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Rice Beverage				
	PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage				

pax pax pax	<p>PADC SEMINARS (ONSITE) (1) Government Response to the Anti-Drug Problem, Philippine Drug Situation and Drug-Free Workplace; (2) Drugs, Stress and Mental Health; and (3) Updates and Special Concerns on R.A No. 9165 Event Date: July 8, 2025; 8:00AM - 12:00NN (Day 1) July 9, 2025; 8:00AM - 12:00NN (Day 2) July 10, 2025; 8:00AM - 12:00NN (Day 3) No. of Pax: 55 pax per day</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:30AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> <p>LUNCH Serving Time: On or before 11:50AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Rice Beverage</p> <p>Other Requirements: (FOR CFR AND PADC-SEMINARS ONLY) *Flowing Water and Coffee and/or Tea or Juice *Supplier should provide the plates, utensils, cutleries, glasses, and tissues. *Dishes must be served in an aesthetic buffet long table with skirting *Suppliers should provide food containers for any excess food. *All left over should be properly coordinated to end-user and be given to the authorized representative in a proper take out container</p> <p>Quality of Food Requirements: *NO pork or blood-based ingredients. *Food quality must be delicious, big serving, spill-free, freshly made and not spoiled. Meals are prepared in proper, hygienic, and safe place; and delivered at 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 at no additional cost.</p> <p>Manpower Requirements: (FOR CFR AND PADC-SEMINARS ONLY) *At least two (2) properly dressed personnel/servers with name tags should be present during the event. *Supplier is required to provide list of employees and equipment to be brought into the venue.</p> <p>Packaging Requirements for Left-overs: *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 in a proper take-out container.</p>	55 55 55			
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	DATA PRIVACY AND SECURITY AWARENESS (ONLINE)				
pax	Event Date: June 18, 2025; 8:00AM - 12:00PM (Batch 1)	41			
pax	June 23, 2025; 8:00AM - 12:00PM (Batch 2)	41			
pax	June 24, 2025; 8:00AM - 12:00PM (Batch 3)	41			
pax	July 29, 2025; 8:00AM - 12:00PM (Batch 4)	41			
pax	July 30, 2025; 8:00AM - 12:00PM (Batch 5)	41			
pax	August 12, 2025; 8:00AM - 12:00PM (Batch 6)	41			
pax	August 13, 2025; 8:00AM - 12:00PM (Batch 7)	41			
pax	August 19, 2025; 8:00AM - 12:00PM (Batch 8)	41			
pax	August 20, 2025; 8:00AM - 12:00PM (Batch 9)	40			
	PACKED LUNCH				
	Serving Time: On or before 11:50AM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	At least one viand of fish				
	At least one viand of beef dish				
	At least one viand of chicken dish				
	At least one viand of vegetable dish				
	At least one variant of dessert (fruits or pastry)				
	Rice				
	Beverage				
	Packaging				
	Individually packed with utensils and tissues				
	No single use of plastics should be used including straw (except disposable utensils) and preferably recyclable food				
	Quality:				
	Delicious: Meals are prepared in proper, hygienic and safe				
	Big Serving, 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				
	Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on May 28, 2025. 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 due to agency announcement.				
	(Price Vat-Included)				

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 (50K Above);
 - e. ☐ 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.

ANGELITO E. FRIAS/FATHIA K. KARIM/CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

OSG-HA-QF-039

rfq.osgprocurement@yahoo.com

Rev.00 (05 July 2018)