



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

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

Date: June 18, 2025
Quotation #: PS 025-06-062
ABC: ₱159,200.00

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
pax	<p>Procurement of Food and Beverage/Catering Service for the 2025 New Employee Orientation of the Office of the Solicitor General</p> <p><i>Inclusive of taxes, services, delivery, and other charges</i></p> <p>Event Title: "2025 New Employee Orientation Program (NEO)" Event Date: July 2-4, 2025; 08:00 AM to 04:00 PM Delivery Address: Convergys One Building 6796 Ayala Ave. corner Salcedo St. Legaspi Village, Makati City Number of Participants per Day:</p> <ul style="list-style-type: none">July 2, 2025 - 65 paxJuly 3, 2025 - 70 paxJuly 4, 2025 - 64 pax <p>Minimum Meal Inclusions:</p> <p>AM Snacks</p> <ul style="list-style-type: none">Serving Time: On or before 07:30 AMTo be served in the area specified by end-usersEach set must include:<ul style="list-style-type: none">Sandwich with side dish or Pasta with breadBeverage (Free-flowing Coffee/Tea/Juice) <p>Lunch</p> <ul style="list-style-type: none">Serving Time: On or before 11:30 AMTo be served in the area specified by end-usersEach set must include:<ul style="list-style-type: none">At least one (1) fish dishAt least one (1) beef dishAt least one (1) chicken dishAt least one (1) vegetable dishAt least one (1) dessert variant (fruits or pastry)RiceBeverage <p>PM Snacks</p> <ul style="list-style-type: none">Serving Time: On or before 02:30 PMTo be served in the area specified by end-usersEach set must include:<ul style="list-style-type: none">Sandwich with side dish or Pasta with breadBeverage (Free-flowing Coffee/Tea/Juice)	199			

<p>Other Requirements:</p> <ul style="list-style-type: none">Free-flowing water and Coffee and/or Tea or Juice must be available throughout the event.Supplier must provide all necessary plates, utensils, cutlery, glasses, tissues, dining tables, and chairs sufficient for the total number of participants per day.Dishes must be presented on an aesthetically arranged buffet table with skirting. <p>Food Quality Requirements:</p> <ul style="list-style-type: none">No pork or blood-based ingredients.Food must be delicious, generously portioned, spill-free, freshly made, and not spoiled.Meals must be prepared in a hygienic, safe environment and delivered on time.Supplier must guarantee immediate replacement of any spoiled or poor-quality meals at no additional cost. <p>Manpower Requirements:</p> <ul style="list-style-type: none">At least two (2) properly dressed personnel/servers with name tags must be present throughout the event.Supplier is required to submit a list of assigned employees and the equipment to be brought into the venue. <p>Leftover Packaging Requirements:</p> <ul style="list-style-type: none">Supplier must provide food containers for any excess food. All leftovers must be properly coordinated with the end-user and handed over to an authorized representative in proper take-out containers. <p>Additional Notes:</p> <ul style="list-style-type: none">Supplier must provide at least two (2) sample meal sets for taste testing and technical evaluation by the agency's authorized representative.Sample meals must match the proposed menu to be delivered if awarded.Final quantity may vary based on actual delivery and/or Purchase Order.Supplier must allow options for rescheduling or modifications due to official agency announcements. <p style="text-align: center;">(Price Vat-Included)</p>				
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Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

- Note:**
- Please quote within ____ days from the date of RFQ.
 - 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 - for above P500K);
d. ☐ Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
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.


SONNY S. BERMUDEZ / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Telephone: 8988-1674 loc 777
Please send your quotation to:

rfq.osgprocurement@yahoo.com