



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

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

Date: June 13, 2025
Quotation #: PS 025-06-063
ABC: ₱27,000.00

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
1	<p>Procurement of Food relative to the Conduct of the "OSG Legal Internship Program (LIP) 2025 Lecture", inclusive of taxes, services, delivery, and other charges:</p> <p>Event Title: "Legal Internship Program (LIP) 2025 Lecture" Event Date: June 20, 2025 Delivery Time: On or before 10:30AM Delivery Address: Training Room 7th Floor Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City.</p> <p>Requirements: At least one viand of chicken or beef-based dish At least one viand of vegetable dish Steamed Rice or pasta At least one variant of dessert (fruit or pastry) Beverage - Bottled Water and Juice <i>Note: No pork ingredients for all dishes</i></p> <p>Packaging Individually packed with utensils and tissues; No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>Quality: Delicious; Meals are prepared in proper, hygienic and safe place; 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.</p> <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 June 17, 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, and/or modification due agency/national government announcement. Further, supplier must conform to any changes with the delivery address upon actual contract implementation.</p> <p>(Price Vat-Included)</p>	90	pax		

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
 - ☐ Mayor's / Business Permit;
 - ☐ PhilGEPS Registration Number: _____ Membership: ☐ Platinum ☐ Red
 - ☐ Income / Business Tax Return (for Small Value Procurement - for above P500K);
 - ☐ Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
 - ☐ Tax Clearance Certificate;
 - ☐ 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.

MARIJOIE V. CASTILLO / RHODORA CARDEL / ROBERT ADRIAN B. BORJA
SIGNATURE OF CANVASSERS

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174

Please send your quotation to:

osg.procurement@yahoo.com