



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

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

Date: May 6, 2025  
Quotation No.: PS-025-05-054  
ABC: ₱260,000.00

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><b>Lease of Venue (with Team Building Facilitator and Catering Services) for the 2025 LIP Team Building Activity, inclusive of set-up, operators/marshals, and other charges</b></p> <p><b>Event Date: June 17-18, 2025</b> <b>No. of Participants: 70 pax</b></p> <p><b>General Specifications:</b> <b>A. Venue</b> <b>Accessibility/Location:</b> The venue must be accessible via land travel from the Office of the Solicitor General to ensure efficient transport for employees. <b>Room and Space Requirements:</b> The venue must accommodate at least 70 persons for a 2-day, 1-night stay. <b>Light and Ventilation:</b> The venue must have sufficient lighting and proper ventilation. Rooms must be fully air-conditioned. <b>Facilities:</b>  <ul style="list-style-type: none"> <li>• A wide space suitable for all activities</li> <li>• Swimming pool(s)</li> <li>• A function hall for meetings and social night activities</li> <li>• A designated dining area</li> <li>• Internet connectivity (preferred)</li> <li>• Facilities for persons with disabilities</li> <li>• Emergency facilities and first aid availability</li> <li>• A dedicated space for team building activities for 60 pax (Legal Interns)</li> </ul> <b>Health and Security:</b>  <ul style="list-style-type: none"> <li>• Clearly marked fire escapes and firefighting equipment</li> <li>• First aid kit or infirmary</li> <li>• 24/7 front desk staff and security personnel</li> <li>• Proper sanitation, with daily disinfection of common areas preferred</li> </ul> <b>Parking Space:</b>  <ul style="list-style-type: none"> <li>• Sufficient parking space for OSG buses transporting employees and interns</li> </ul> <b>Emergency Response:</b>  <ul style="list-style-type: none"> <li>• Proximity to a police and/or fire station</li> <li>• On-site emergency preparedness is preferred</li> </ul> <b>Other Requirements:</b>  <ul style="list-style-type: none"> <li>• The venue must be structurally sound, well-maintained, and visually appealing</li> </ul> <b>Other Amenities to be Included:</b>  <ol style="list-style-type: none"> <li>1. Function hall/meeting rooms, pavilions, and other amenities for 2-day use</li> <li>2. Basic sound system with microphone (for Day 1 only)</li> <li>3. Projector and screen (for Day 1 only)</li> <li>4. Tables and chairs set-up</li> <li>5. Water dispensers</li> <li>6. Wi-Fi/Internet connectivity</li> </ol> <b>B. Team Building Facilities with Facilitator/Organizer</b>  <ul style="list-style-type: none"> <li>• Facilitation of all activities including seminar-workshop sessions</li> <li>• Team building coordinators, assistant facilitators, and marshals</li> <li>• All necessary team building materials</li> </ul> </p>	1	lot		

	<p><b>C. Food Requirements and Catering Services</b></p> <ol style="list-style-type: none"> <li>1. Table and chairs set-up for 70 pax</li> <li>2. Unlimited water via water dispensers</li> <li>3. Free-flowing coffee</li> <li>4. Managed buffet set-up with server(s)</li> <li>5. Meals to be served: <ul style="list-style-type: none"> <li><b>Day 1:</b> AM Snack, Lunch, PM Snack, Dinner</li> <li><b>Day 2:</b> Breakfast, Lunch <ul style="list-style-type: none"> <li>• <b>Lunch and Dinner</b> must include: <ul style="list-style-type: none"> <li>Minimum of 2 meat dishes, 1 vegetable dish, 1 rice, drinks, and dessert</li> </ul> </li> <li>• <b>Snacks</b> must include a pasta or noodle dish with bread or another Pinoy merienda item, with drinks</li> </ul> </li> <li>5. Food must be served fresh and hot</li> <li>6. At least one selected dish per meal must contain <b>no pork ingredients</b>, to accommodate Muslim participants</li> </ul></li></ol> <p>Note:</p> <ul style="list-style-type: none"> <li>Supplier must allow an ocular visit to inspect the venue</li> <li>Supplier must provide photos or brochures of facilities for technical evaluation</li> <li>Supplier must offer flexibility for rescheduling of modification due to national or agency announcements</li> </ul> <p style="text-align: center;"><b>(Price Vat-Included)</b></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 Small Value Procurement);
    - 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.


  
ROBERT ADRIAN B. BORJA / MARIJOIE V. CASTILLO / RHODORA T. CARDEL  
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](mailto:osg.procurement@yahoo.com)