



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

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

Date: June 19, 2025
Quotation #: PS 025-06-067
ABC: ₱27,000.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized 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 Chief's Hour" <i>Inclusive of taxes, services, delivery, and applicable charges.</i></p> <p>Event Title: Legal Internship Program (LIP) 2025 Chief's Hour Event Date: June 27, 2025</p> <p>Delivery Address: Training Room, 7th Floor Convergys One Building 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City</p> <p>Requirements:</p> <ul style="list-style-type: none">• One viand of chicken-based dish• One viand of vegetable dish• Steamed rice• One variant of dessert (fruit or pastry)• Beverage: Bottled water and juice <p>Packaging:</p> <ul style="list-style-type: none">• Individually packed with utensils and tissues• No single-use plastics should be used (including straws, except disposable utensils)• Preferably in recyclable food containers• No pork ingredients (to accommodate Muslim Interns) <p>Quality Requirements:</p> <ul style="list-style-type: none">• Meals must be delicious• Prepared in proper, hygienic, and safe environment• Big serving sizes• Spill-free and freshly made (not spoiled)• Delivered on time <p>Delivery Schedule: June 27, 2025 at 10:30 AM</p>	90	pax		

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Additional Notes: <ul style="list-style-type: none"> The supplier is required to provide at least one (1) sample set for taste testing and technical (especially quality) evaluation by an authorized representative of the agency. The sample set must be identical to the proposed menu set to be delivered, if awarded. The stated quantity may be subject to change upon actual delivery or purchase order (PO). The supplier must provide an option for rescheduling and/or modifications in case of agency or national government announcements. Furthermore, the supplier must comply with any changes to the delivery address upon actual contract implementation. <p style="text-align: center;">(Price Vat-Included)</p>				

Delivery Period: _____

Warranty: _____

Price Validity: _____

SIGNATURE OF AUTHORIZED

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed 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 (required for amounts above ₱50,000)
 - e. ☐ Tax Clearance Certificate
 - f. ☐ Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.




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

For more information, you may contact us:

Telephone: (02) 8988-1674 loc 777

Please send your quotation to:

osg.procurement@yahoo.com