



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

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

Date: January 2, 2025
Quotation #: PS 025-01-001
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

| ITEM NO: | ITEM & DESCRIPTION | QTY | UNIT | BRAND | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|-------|------------|-------------|
| 1 | <p>Procurement of Food and Beverages for the Conduct of "Mandatory Continuing Legal Education (MCLE)", inclusive of taxes, services, delivery, and other charges:</p> <p>Event Date: 1st Batch: January 13-16, 2025, 08:00AM - 06:00PM 2nd Batch: January 20-23, 2025, 08:00AM - 06:00PM</p> <p>Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City. City</p> <p>Minimum Inclusion: AM SNACKS Serving Time: 7:00 a.m. or upon arrival of the participants, whichever comes first Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides dish; or Pasta; or any heavy starch-based snacks Tea/Juice/Soda</p> <p>LUNCH Serving Time: Lunch: 11:30 a.m. Serves in area specified by end-users Each set must contain the following: Salad with dressing Main entrée (any 2 of the following): a. Beef based dish b. Pork based dish c. Chicken based dish d. Fish based dish Starch: Steamed Rice and/or Bread (subject to change upon request of end-user) One Dessert Tea/Juice/Soda</p> <p>PM SNACKS Serving Time: 3:30 p.m. Serves in area specified by end-users Each set must contain the following: At least one serving of Sandwich with sides dish; or Pasta; or any heavy starch-based snacks Tea/Juice/Soda</p> <p>Additional Food Inclusions: Serving Time: 7:00 a.m. *Free-flowing service of brewed coffee *Creamer/milk *Sugar or any sweetener</p> <p>Dietary Restrictions: *Able to accommodate Halal and Kosher dietary restrictions, or adjust to any other dietary requests, with at least two days' notice from authorized representative of the agency.</p> <p>Quality of Food Requirements: *There should be no repetition of food selections within given week during the eight (8) day event. *Meals must be delicious, prepared in a clean, hygienic, and safe environment, served in large portions, spill-free, freshly made (not spoiled), and ready to be served at the 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> | 150 | pax | | | |
| 2 | | 150 | pax | | | |

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| <p>Manpower Requirements:</p> <ul style="list-style-type: none"> *At least two (2) personnel/servers should be present during the event to serve food and plated meals, if needed. *All staff must wear uniforms with name tags. *The supplier is required to provide a list of employees and a list of equipment to be brought into the venue. *The supplier is requested to begin ingress at least 2 hours prior to the event and complete egress by 08:00PM or at least two hours after the program concludes. <p>Packaging Requirements for Left-overs:</p> <ul style="list-style-type: none"> *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. <p>Waste Disposal</p> <ul style="list-style-type: none"> *Supplier shall be able to collect all used packaging and/or food waste for disposal after every meal. <p>Note: Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during contract implementation. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for rescheduling, and/or modification due to possible change in quarantine levels or agency announcement.</p> <p style="text-align: center;">(Price Vat-Included)</p> | | | | | | |
|--|--|--|--|--|--|--|

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 SVP with ABC of Php 50,000.00 and above
 - e. 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.


JOSEPHINE C. ALCASAREN / RHODORA T. CARDEL / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

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Rev.00 (05 July 2018)