



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: January 13, 2025
Quotation #: PS 025-01-007
ABC: _____

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.

JESSICA L. CASTRO
CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue with Food and Beverages for the conduct of SINAG: Pagkilala sa Galing at Husay at sa mga Habi ng Tagumpay (2024 OSG PRAISE Awarding Ceremony), inclusive of taxes, services, delivery, operator/marshals, and other charges:</p> <p>Event Date/Time: February 7, 2025; 1:00pm to 5:00pm Actual with aircon: 1:00pm to 5:00pm Summit Hall C & D Ingress Time: 5:00am to 1:00pm for Summit Hall C & D Egress Time: 6:00pm to 8:00pm for Summit Hall C & D Actual with aircon: 4:00pm to 6:00pm Summit Hall E & F Ingress Time: 12:00pm to 4:00pm for Summit Hall E & F Egress Time: 6:00pm to 9:00pm for Summit Hall E & F</p> <p>General Specifications: Venue Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel (within 10 km radius from OSG). Space Requirement: The venue must accommodate at least 625 pax with a combination of theater, rectangular and cocktail table setup.</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have an awarding ceremony theater and provision for merienda cena room with complete facilities such as tables, chairs, podium; at least three (3) wired microphones, basic lights and sound system and preferably with internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use; Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; Parking Space: The venue must have at least 5 reserved parking spaces or near parking area that is readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. Emergency Response: The venue must be near a police station and/or fire station. Others: The venue must be structurally sound, well-maintained and attractive. Other Amenities: Engineering and Janitorial Services; Sign Stands; and can Cater Food.</p>	1	lot			

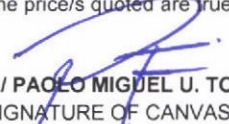


<p>Food (Good for 625 pax): a. Managed Buffet Merienda Cena - Minimum Inclusion: Each person should have at least a serving of:</p> <ul style="list-style-type: none"> - Bam-I Guisado with Shrimps & Veggies; - Chicken Inasal in Skewers; - Tuna & Beef Empanaditas; - Petite Fresh Vegetable Lumpia - Coconut Panna Cotta with Mango & Latik; - Pili Nut Daquiose; - Served with Sago Gulaman; and - Coffee/Tea Service <p style="text-align: center;"><i>Note: No pork ingredients for all dishes</i></p> <p>Serving Time: on or before 3:30pm</p> <p><i>Other Requirements:</i> *One round coffee service</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;</p> <p>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 style="text-align: center;">Note: Supplier must allow ocular visit and provide sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</p> <p style="text-align: center;">(Price Vat-Included)</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. Omnibus Sworn Statement for Small Value Procurement (for above P50K);
 - 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.


SONNY S. BERMUDEZ /  PAOLO MIGUEL U. TORIO /  JOSEPHINE C. ALCASAREN
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