



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

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

Date: February 13, 2026
Quotation #: PS 026-02-013
ABC: Php 632,000.00

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 | BRAND | UNIT PRICE | TOTAL PRICE |
|----------|--|-----|------|-------|------------|-------------|
| 1 | <p>PROCUREMENT OF FOOD AND BEVERAGES FOR VARIOUS TRAININGS/SEMINARS OF THE OFFICE OF THE SOLICITOR GENERAL, INCLUSIVE OF TAXES, SERVICES, DELIVERY, AND OTHER CHARGES:</p> <p>Delivery Address: 7th Floor, Convergys One Building 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City</p> <p>IT Security Awareness Seminars Event Date: March 3, 4, 17, 2026 & April 8, 2026 8:00AM - 5:00PM No. of Pax: 57 pax per day (4 days)</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:15AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> <p>LUNCH Serving Time: On or before 11:45AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish dish At least one viand of beef At least one viand chicken dish At least one viand of vegetable dish At least one viand of dessert (fruit or pastry) Rice Beverage</p> <p>PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> | 228 | pax | | | |
| 2 | <p>IT Security Awareness Seminars Event Date: March 10, 11, 18, 2026 & April 7, 14, 15, 21, & 22, 2026 8:00AM - 5:00PM No. of pax: 59 pax per day (8 days)</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:15AM Serves in area specified by the end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverages</p> <p>LUNCH Serving Time: On or before 11:45AM Serves in area specified by the end-users Each set must contain the following: At least one viand of fish dish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one viand of dessert (fruit or pastry) Rice Beverages</p> <p>PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> | 472 | pax | | | |

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|---|--|----|-----|--|--|--|
| 3 | <p>Gender Sensitivity Training (GST) For New Hires Event Date: April 28, 2026 8:00AM - 5:00PM No. of pax: 50 pax per day</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:15AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> <p>LUNCH Serving Time: On or before 11:45AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish dish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one viand of dessert (fruit or pastry) Rice Beverages</p> <p>PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> | 50 | pax | | | |
| 4 | <p>Gender Sensitivity Training (GST) For Top Management Event Date: April 29, 2026 8:00AM - 5:00PM No. of pax: 40 pax per day</p> <p>Minimum Inclusion: AM SNACKS Serving Time: On or before 7:15AM Serves in area specified by the end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverages</p> <p>LUNCH Serving Time: On or before 11:45AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish dish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one viand of dessert (fruit or pastry) Rice Beverages</p> <p>PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage</p> <p>Other Requirements: *Free-Flowing Water and Coffee (with complete condiments) and/or Tea or Juice *Supplier should provide the plates, utensils, cutlery, glasses, and tissues *Dishes must be served in an aesthetic buffet long table with skirting *Supplier should provide food containers for an excess food *All left over should be properly coordinated to end-user and be given to the authorized representative in a proper take out container *Supplier should provide the list of names of their employees' and the equipment that will be brought to the venue at least two (2) days before the first day of event</p> <p>Quality of Food Requirements: *No pork or blood-based ingredients. *Food quality must be delicious, big serving, spill-free, freshly made and not spoiled. Meals are prepared in proper, hygienic, and safe place; and delivered at specified time. *The supplier should guarantee that in the event of spoilage or poor-quality meals, will immediately replace and provide the same meals at no additional cost.</p> <p>Manpower Requirements: *At least two (2) properly dressed personnel/servers with name tags should be present for the entirety of the event.</p> | 40 | pax | | | |

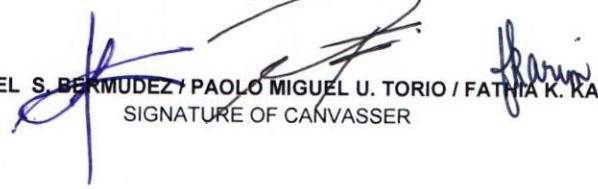
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|--|--|--|--|--|--|--|--|--|--|
| | <p>Note: Please be informed that the food tasting is scheduled on February 18, 2026, Wednesday at 11:00 AM, at the 7th Floor Convergys Building. All catering service providers must present a complete set-up including one (1) round table and an aesthetic buffet spread with skirting. Supplier with incomplete documentary requirements is automatically disqualify to join in food tasting activity.</p> <p>Kindly ensure that the quality and quantity of food to be presented during the food tasting shall be identical to the food to be served during the actual event.</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. Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

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.


RUEL S. BERMUDEZ / PAOLO MIGUEL U. TORIO / FATIMA K. KARIM
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone 8836-3314
Telefax: 8813-1174
Please send your quotation to:

osgprocurement@osg.gov.ph