



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

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

Date: January 23, 2023
Quotation #: PS 022-01-003-A
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.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Food for SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2022 OSG Praise Awarding Ceremony), inclusive of delivery and other charges:</p> <p>Event Title: "SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2022 OSG Praise Awarding Ceremony)"</p> <p>Event Date: January 31, 2023; 01:00pm to 07:00pm Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Manila Estimated no. of Attendees: 700 pax</p> <p>Minimum Inclusion: Courtyard Setup Ice Cream/Sorbetes: at least good for 200 pax divided into two stations and 2 servers Free Flowing Water *Includes at least 30 cocktail tables with skirting in Courtyard (and chairs if needed) *Each station must includes aesthetic set-up, table skirting, and servers/assistants *Serves in the courtyard or placed to be assigned by end-users on or before 1:00pm,</p> <p>MEZZANINE AREA Filipino Breads (good for 700 pax, at least includes 350 Spanish Breads, and 350 Pan de Coco) Free flowing coffee good for 700 pax Free Flowing Water *Must served in an aesthetic spread/buffet table with skirtings (Note: Filipiniana Theme) with at least 3 servers. *Supplier should provide a plate to the participants. *Includes at least 10 cocktail tables with skirting in Mezzanine Area</p>	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p>*Each table must includes table skirting. *Serves in area specified by end-users on or before 04:30pm, TWO MAIN ROOMS (BALL ROOM AND BULWAGANG MUSIKA) <i>Each pax should be allocated or served of at least:</i> One piece Bibingka (bibingkinitan size) One servings of puto bumbong One serving of pancit One cup of Sago't gulaman Free flowing Coffee and Hot Chocolate Free Flowing Water (Water Dispenser and Paper Cups) *Must served in an aesthetic spread/buffet table with skirtings (Note: Filipiniana Theme) with at least 3 servers per table. *Supplier should provide a plate to the participants. *Includes at least 15 cocktail tables with skirting in Ballroom and 15 cocktail tables with skirting in Bulwagang Musika *Includes Long VIP Table and Chairs with servers for 20-25 pax to be placed in Ballroom Note: Guests in the VIP Table/s are served in a plated meals. *Each table must includes table skirting. *Serves in area specified by end-users on or before 04:30pm, <i>Other Requirements:</i> Must provide at least 100 food boxes for take-outs All left-over foods should be properly coordinated to end-user and be given to the authorized representative. All servers should be in uniform with name tags of "Supplier" Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue <i>Quality:</i> Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time; Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately. <i>Note: Supplier should provide at least 5 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on January 27, 2023. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. The Supplier must also provide an option for postponement, and or modification to quantity due to possible changes in quarantine protocol or agency announcements.</i> <p style="text-align: center;">(Price Vat-Included)</p> </p>					

Delivery Period: _____
 Warranty: _____
 Price Validity: _____

 SIGNATURE OF AUTHORIZED REPRESENTATIVE

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 above P500K);

d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);

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.



RHODORA T. CARDEL / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

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:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)