



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

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

Date: July 5, 2023
Quotation #: PS 023-07-099
ABC: _____

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	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Food for 2023 OSG Legal Internship Program: Moot Court, inclusive of delivery and other charges:</p> <p>Event Title: "2023 OSG LIP: Moot Court"</p> <p>Event Date: July 14, 2023; 08:00am to 08:00pm</p> <p>Delivery Address: University of the Philippines - BGC Campus 32nd Street, University Parkway District Bonifacio Global City, Taguig</p> <p>Serving Time: 05:00pm</p> <p>Estimated no. of Attendees: 90 pax</p> <p>Minimum Inclusion:</p> <p><i>Each pax should be allocated or served of at least:</i></p> <p>American Baked Spareribs Chicken Pastel Crusted Fish Fillet with Dill Mustard Sauce Buttered Vegetables Steamed Rice Chocolate Caramel Petite Fours Iced Tea</p> <p>*Must served in an aesthetic spread/buffet table with skirtinas. *Supplier should provide the plate, utensils, cutleries, and glasses. *Includes at least 10 round tables with not more than 10 participants per table. *Includes at least 2 round table for VIPs that should be served in a plated meals and with designated wait staff. *Each table and chairs must includes skirting with the approved colors of end-users.</p> <p><i>Other Requirements:</i></p> <p>Accredited Caterer of UP - BGC Must provide food boxes for take-outs</p>	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p>All left-over foods should be properly coordinated to end-user and be given to the authorized representative.</p> <p>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.</p> <p>Quality: 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.</p> <p><i>Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on July 11, 2023. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity/estimated no. of pax 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> <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 receipt/posting 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 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 / ANNA LORAIN C. ALVIAR
 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: