




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

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

Date: Sept 19, 2023
Quotation #: PS-023-09-131
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	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) for OSG Year End Assessment Activity, inclusive of VAT, set-up, operator/marshals, and other charges:</p> <p><i>Event Date: December 11, 2023</i> <i>Estimated No. of Pax: 800-900 pax</i> <i>General Specifications:</i></p> <p>The OSG intends to procure an events venue that will include the necessary physical, technical, and food and beverage requirements for the conduct of its Year End Assessment Activity.</p> <p>Venue <i>Accessibility/Location:</i> The venue should be accessible via land travel from Makati City and within a 10-kilometer radius from the OSG Main Building, considering the anticipated heavy flow of traffic during the target date of the event; <i>Space Requirement:</i> The venue should comfortably seat Eight Hundred to Nine Hundred (800-900) participants in banquet-style or arranged in round tables with linens; The allotted use of venue for the program is at least six (6) hours, excluding time for ingress, egress, set-up and clean-up (Note: Ingress time of 06:00 in the morning, or earlier, for the outsourced suppliers).</p> <p>The venue must have separate areas for the following:</p> <ol style="list-style-type: none"> Dinner and entertainment; Pre-function lobby area for registration; Digital events' directory and signages for the guidance of the participants; At least three (3) separate and comfortable function rooms or holding areas with access to an elevator and parking; Provision area for LED wall panels. <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting, proper ventilation and air-conditioned. The use of venue should have no additional charge for electricity.</p> <p><i>Facilities:</i> The venue must be able to provide the following: Basic audio equipment such as but not limited to: (a) VRX 932 self powered speakers, (b) VRX powered subwoofer, (c) 1 unit laptop for cueing; (d) 4 microphones, and (e) 4 microphone stands;</p> <p>Free use of round tables and chairs for 800-900 participants with linens Free use of basic lights and stand-by generator set;</p>					

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	<p>Area for the use of a LED Screen, one (1) projector, and at least two (2) projector screens; Complimentary high-speed internet connectivity</p> <p><i>Health and Security:</i> The venue shall: (a) Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation; (b) Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue; (c) Strictly implement security measures inside the premises, including its vicinity; (d) Have at least one hundred fifty (150) secured parking slots for the use of OSG employees and guests.</p> <p>The venue must be able to provide standby medic within the premises, and must have security, engineering, and maintenance staff on-site during the ingress, egress, and actual event.</p> <p><i>Parking Space:</i> The venue must provide free car passes for at least 30 vehicles and can accommodate for at least 150 vehicles within the premises;</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Requirements:</i></p> <p>The lessor must allow modification on the no. of pax before signing the contract.</p> <p>The lessor must also allow entry of outsourced suppliers, and/or provide options for upgrade or additional visual lights or sounds equipment. Additional charges are allowed provided that it will be presented separately in the quotation.</p> <p>FOOD AND BEVERAGE:</p> <p>The service provider must comply with the following specifications for food and drinks:</p> <ul style="list-style-type: none"> a. The food must be prepared within the premises or within close proximity of the venue to avoid spoilage; b. Plated dinner option for at least fifty (50) VIP participants; c. Buffet style dinner option for 800-850 participants, inclusive of: (a) soup, (b) salad; (c) pasta, (d) chicken entrée, (e) beef entrée; (f) pork entrée; (g) dessert; (h) snack; (i) free flowing coffee or tea; (j) one (1) round of iced tea; and (k) purified drinking water; d. Complete customized set-up for the buffet stations and dinner tables, and ambient decor styled according to the event theme; e. Must be able to provide uniformed and well-trained banquet service personnel; f. Must conduct food sampling/tasting for the event organizers. <p>OTHER REQUIREMENTS:</p> <p>Documentary Requirements are listed in the Terms of Reference.</p> <p>Note: Attached herewith the Terms of Reference which supplier must comply each item provided. Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification.</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;

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- b. PhilGEPS Registration Number: _____ Membership: Platinum Red
- c. Income / Business Tax Return (for Small Value Procurement, above Php500,000);
- d. Omnibus Sworn Statement for Small Value Procurement (for above P50,000 Notarized OSS is required).
- 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.


ANNA LORAINÉ C. ALVIAR / RHODORA T. CARDEL
 SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@jmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)