



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: March 6, 2024
Quotation #: PS 024-03-050
ABC: _____

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

CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p>Lease of Venue (with Catering Services) for the Conduct of 2024 Strategic Planning, Programming, Policy-Setting, and Budgeting Activity of the Secretariat, inclusive of set-up, operator / marshals, and other charges:</p> <p>Event Date: April 25-28, 2024</p> <p>General Specifications:</p> <p>Venue Accessibility/Location: The venue must be accessible to Office of the Solicitor General via air travel and offer airport van transfer for efficient access of employees to and from the venue.</p> <p>Space Requirement: The venue must accommodate at least 26 persons. The accommodation is for 4 days and 3 nights</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.</p> <p>Facilities: The venue must have a wide space or meeting facilities or tents with tables and chairs, swimming pool and beach, and with restaurant. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue should have a facilities for disabled guests.</p> <p>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must properly sanitized, and preferably with daily disinfection to common areas.</p> <p>Transportation: Airport Van/Bus transfer from Airport to Venue vice Versa</p> <p>Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.;</p> <p>Other Amenities required to include:</p> <p>Meeting Room/Function Room to be used during the stay with:</p> <ul style="list-style-type: none"> Tables and Chairs Basic Sound System with at least 2 microphones Preferably with Projector and Projector Screen Usage of Electrical Outlets and Extensions Wifi/Internet Connectivity Can cater food <p>Food: Minimum Inclusion- First Day: Lunch and Dinner Second Day: Breakfast, Lunch and Dinner Third Day: Breakfast, Lunch and Dinner Fourth Day: Breakfast</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>	26	Pax			

	<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>Note: 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. Notarized Omnibus Sworn Statement 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.

alcasaren

JOSEPHINE C. ALCASAREN / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rtq.osgprocurement@gmail.com