## Republic of the Philippines Office of the Jolicitor General

## **Request for Quotation**

То:	 
Tel. No.:	
Fax No.	 
Attention:	

Date:	
Quotation #:	
ABC:	

March	22,	2024
PS 024	4-03	3-062

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:

FEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT	TOTAL PRIC
	Procurement of Food and Beverages for the Conduct of Personnel Development Committee's Seminar, inclusive of taxes, services, delivery, and other charges:	1	lot		TRIOL	
	Event Title: "RA 6713 otherwise known as Conduct and Ethical Standards for Public Officials and Employees					
1	Event Date: May 7, 2024; 8:00am to 5:00pm					
2	No. of pax: 36 pax Event Date: May 14, 2024; 8:00am to 5:00pm					
	No. of pax: 35 pax Delivery Address: Convergy's One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Makati City.					
	Minimum Inclusion:					
	MORNING SNACKS Sandwich with Side Dish or Pasta with Bread					
	Beverage (Coffee/Tea/Juice)					
	Serving Time: On or Before 7:30am Serves in area specified by end-users					
	LUNCH					
	At least one viand of fish based dish At least one viand of beef or chicken based dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Beverage Serving Time: On or Before 11:45am					
	Serves in area specified by end-users					
	AFTERNOON SNACKS Sandwich with side dish or Pasta with bread Beverage (Coffee/Tea/Juice) Serving Time: On or Before 02:45pm Serves in area specified by end-users					
	Other Requirements:					
	*Free-Flowing Water and Coffee and/or tea *Table and Chair (Preferably Rectangular Table) *Dishes must be served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, and glasses					
	*All left-over foods should be properly coordinated to end-user and be given to the authorized representative.					
	*At least two (2) personnel/server during event *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.					
	Quality:					
	Delicious/Delectable; Meals are prepared in proper, hygienic and safe place; Big Serving; 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.					

TEM NO:  ITEM & DESCRIPTION  QTV  UNIT  BRAN    Note:  Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on April 24, 2024. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide at least 2 sample set for taste test and technical (esp. the stated quantity might differ upon actual delivery/PO. Supplier must provide at least 2 sample set for modification due to possible change in quarantine levels or agency announcement. (Price Vat-Included)  Image: Complex of the same set upon delivery/PO. Supplier must provide at least 2 sample set for taste test and technical (esp. (Price Vat-Included)    Delivery Period:	THORIZED RE	of representative
quality) evaluation of authorized representative of the agency on April 24, 2024.    Sample set should be identical to the proposed menu set upon delivery if avarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for rescheduling, and/or modification due to possible change in quarantine levels or agency announcement.    (Price Vat-Included)    velocity option for rescheduling.    (Price Vat-Included)    velocity option    (Price Vat-Included)    velocity option    SignATURE OF AU    SignATURE OF AU    SignATURE OF AU    Index    Please quote within days from the date of RFQ.    Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation    [] Mayor's / Business Permit;    [] Income / Business Tax Return (for Small Value Procurement, with ABC above Php500,000.00);    [] Notarized Onnibus Swom Statement is required (with ABC of Php50,000.00) and above);    [] Bidders who have previously submitted the above legal requirements may no longer require its re-submission.    ir,    1 hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, ar set company submitting the quotation is genuine.    officience information, you may contact us:    elephone:  signAnti	the signature	of representative
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