



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

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

Date: January 12, 2024
Quotation PS-024-01-010
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.

JESSICA L. CASTRO
CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
x	<p>Supply of Labor and Materials for the Stage and Photo Wall Design for SINAG Awarding Ceremony, inclusive of VAT, service charges, delivery charges, and other charges:</p> <p>Event Date: February 5, 2024 Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Estimated no. of Attendees: 500-700 pax</p> <p><i>Minimum Technical Specifications/Inclusions:</i> Theme: Broadway / Oscars (tentative) <i>Location:</i> Stage Design - Metropolitan Theatre Photo Wall Design - Metropolitan Theater Lobby</p> <p><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> Mobilization, delivery, installation, and demobilization of the required materials/equipment. Supplier must ensure that the materials to be used should be fit to the event venue, and coherent to the event's theme Supplier must set-up the stage wall design and photo wall design at least 4 hours before the program. Further, supplier must have a standby personnel capable of repair or modification to the design while the program is ongoing. Usage of materials for at least whole day or program duration. Supplier must coordinate with the event venue to be leased by the OSG regarding the requirements and/or installation or connection of the materials/equipment. <p>All interested suppliers are required to submit the plans and layout of the stage, for technical evaluation.</p> <p><i>Note: Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or unforeseen suspension of work.</i></p> <p>(Price Vat-Included)</p>	1	lot			

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, 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.

Alcasaren
JOSEPHINE ALCASAREN (ANGELITO E. FRIAS)
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)