



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

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

Date: April 23, 2024
Quotation #: PS-024-04-075
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
1	<p>Lease of Venue (with Catering Services) for 2024 BAC Planning inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: May 28-30, 2024</i></p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 30 persons. The accommodation is for 3 days and 2 nights <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> 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. The venue should provide space for team building activities that will be available during the stay of the participants <i>Health and Security:</i> The venue must have a 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 be properly sanitized, and preferably with daily disinfection to common areas. <i>Parking Space:</i> The venue should have a parking space that can accommodate the OSG bus which will shuttle the employees to and from the venue. <i>Emergency Response:</i> The venue must be near a police station and/or fire station, or at least equipped for emergency cases. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive ; <i>Other Amenities required to be included:</i> Meeting Room/Function Room to be used for three days - Basic Sound System with at least 2 microphones Preferably with Projector and Projector Screen With tables, chair, white board, flip charts, pads, pencils Usage of Electrical Outlets and Extensions Wifi/Internet Connectivity Team Building Facilities with Facilitator/Organizer</p> <p>Food: First Day: Lunch, Dinner Second Day: Breakfast, Lunch, Dinner Third Day: Breakfast, Lunch <i>Note: Preferably with snacks in between of meals</i></p> <p>Note: Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;">(Price Vat-Included)</p>	30	pax			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

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

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:

oag@psprocurement.com