



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

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: September 19, 2022  
Quotation #: PS-022-09-167  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of Food (Lunch) for in-house participants (SWF Employees) for 2 Batches of Disaster Risk Reduction and Management Course for Public Sector Webinar, inclusive of delivery and other charges:</b></p> <p>Seminar Title: "Disaster Risk Reduction and Management Course for Public Sector Webinar"</p> <p>Event Date:</p> <p>Batch 2 November 8, 2022 November 9, 2022 November 10, 2022 November 11, 2022</p> <p>Batch 3 November 22, 2022 November 23, 2022 November 24, 2022 November 25, 2022</p> <p>Minimum Inclusion: Rice At least two main dish (beef, chicken or fish based) At least one side dish (preferably veggies) Fruit Juice / Iced Tea / Soda *No pork ingredients</p> <p>Delivery Time: 10:30a.m.</p> <p>Individually packed with utensils No single use plastics should be used including straw (except disposable utensils) and preferably recyclable food containers</p> <p>Quality: Delicious; Flavorful; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time</p> <p><i>Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on a specified date (TBA). Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO due to observance of quarantine level in Metro Manila. The Supplier must warrant the agency that any food found spoiled is subject for replacement immediately.</i></p> <p>(Price Vat-Included)</p>	42 42 42 42 42 42 43 43	sets sets sets sets sets sets sets sets			

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within \_\_\_ days from the date of receipt/posting 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 above P50K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
  - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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.

  
  
RHODORA T. CARDEL / CHRISTIAN D. BUAT  
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:**

[osg.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)

sjbsolon  
OSG-HA-QF-039  
Rev.00 (05 July 2018)