



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

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

Date: October 13, 2022
 Quotation #: PS 022-10-181
 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
 SAO, Administrative Division

To be filled-c s

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue and Catering Services (Food, and Tables and Chairs Set up) for Quality Management Review (QMR) of Office of the Solicitor General, inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date/Time: November 4, 2022; 01:00pm to 05:00pm</i> <i>Ingress Time: 05:00am -01:00pm</i> <i>Egress Time: 05:00pm-07:00pm</i></p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for efficient transport of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 140 persons in a round table set-up with 6 to 8 persons in a tables (one seat apart), to allow social distancing; <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> The venue must have a steady supply of water for hand washing and toilet use.; The venue must have ample number of toilets to accommodate the attendees.; The venue must have access to walkway ramps for persons with disability.; The venue must have a provision of at least a basic lighting and sound system.; The venue must have internet/wifi availability/connectivity for the attendees. <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment; The venue must have an alternate ingress/egress for VIPs. <i>Parking Space:</i> The venue must have parking spaces that are readily available for attendees.; The road space must accommodate the OSG buses that 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. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.</p> <p><i>Other Amenities:</i> Basic Lights and Sounds; Podium; Conference Pads and Pencils; Engineering Services; Janitorial Service; Sign Stands; Wifi access</p> <p>Food (140 pax) <i>a. Snacks - Plated; Serving Time: 03:00pm; Minimum Inclusions:</i> * At least one pasta dish * At least two meat and/or fish dish (snack size) * At least one type of salad * At least two types of pastries and/or dessert <i>b. Continuous Coffee/Tea Service - served upon arrival of participants</i> <i>c. Water - available all throughout the duration of the event.</i> <i>Packaging: Plated with all specified dishes</i></p>					

Note: Supplier must provide a sample menu, and food sample for taste and quality evaluation. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels.

(Price Vat-Included)

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. 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.

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.




CHRISTIAN D. BUAT / RHODORA T. CARDEL
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

osg.procurement2@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)