



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

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

Date: January 17, 2024
Quotation #: PS 024-01-004-A
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
JESSICA L. CASTRO

CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Food and Beverages for the Sinag Awarding Ceremony, inclusive of delivery and other charges:</p> <p>Event Title: "SINAG: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2023 OSG Praise Awarding Ceremony)"</p> <p>Event Date: February 5, 2024 Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Manila Estimated no. of Attendees: 500 pax</p> <p>Minimum Inclusion: Courtyard Setup <i>Ice Cream/Sorbetes: At least good for 200 pax divided into two stations and 2 servers</i> <i>Free Flowing Water</i> <i>*Each station must includes aesthetic set-up, table skirting, and servers/assistants</i> <i>*Serves in the courtyard or placed to be assigned by end-users on or before the program</i></p> <p>Two Main Rooms (Ball Room and Bulwagang Musika) <i>Each pax/attendees should be allocated or served of at least:</i> One piece of bibingka (bibingkinitan size) One serving of grilled pandesal with cheese One serving of small lumpia with sweet chili sauce One serving of mini chicken empanaditas One serving of chicken sotanghon guisado One serving of sago't gulaman One serving of coffee/tea Free Flowing Water (Water Dispenser and Paper Cups) <i>*Must served in an aesthetic spread/buffet table with skirtings (Note: OSCARs/Broadway Theme) with at least three (3) servers per table</i> <i>*Supplier should provide ceramic plate, utensils and tissues/table napkin.</i></p>	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
	<p><i>*Supplier must provide round tables with skirting and chairs to be set-up in different areas: 10 round tables in Ballroom, 10 round tables in Bulwagang Musika; 10 cocktail tables in Mezzanine Area; 10 cocktail tables in the court yard</i></p> <p><i>Other Requirements:</i> Must provide at least 100 food boxes for take-outs All left-over foods should be properly coordinated to end-user and be given to the authorized representative. 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</p> <p><i>Quality:</i> Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; 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.</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 January 24, 2023. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity/estimated no. of pax might differ upon actual delivery/PO. The Supplier must also provide an option for postponement, and or modification to quantity due to possible changes in quarantine protocol or agency announcements.</i></p> <p align="center">(Price Vat-Included)</p>					

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 P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; 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.


 JOSEPHINE C. 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