



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

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

Date: March 6, 2024  
Quotation #: PS 024-03-051  
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
	<p><b>Lease of Venue (with Catering Services - Food, Tables and Chairs Set up) for the Conduct of the Signing of Memorandum of Understanding (MOU) - Legal Sector, inclusive of set-up, operator/marshals, and other charges:</b></p> <p>Event Date/Time: March 22, 2024; 8:00am to 11:00am Ingress Time: 2:00am to 7:00am Egress Time: 11:00am to 2:00pm</p> <p>General Specifications: <b>Venue</b> Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel (within 10 km radius from OSG). Space Requirement: The venue must accommodate at least 80 persons in a round table set-up with 6-8 persons in a tables (one seat apart), to allow social distancing. Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have a training room with complete training facilities such as tables, chairs, podium, projector screen (6ft x 8ft), at least three (3) wired microphones, basic light and sound system. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use., Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; Parking Space: The venue must have at least 4 reserved parking spaces or near parking area that readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. Emergency Response: The venue must be near a police station and/or fire station. Others: The venue must be structurally sound, well-maintained and attractive.; Other Amenities: Basic Lights and Sounds System; Podium; LCD Projector; Projector Screen (6ft x 6ft); Engineering Services; Janitorial Service; Sign Stands; Wifi Connection; and can Cater Food</p> <p><b>Food (Good for 80 pax):</b> a. Managed Buffet Breakfast - Minimum Inclusion: Each person should have at least have a serving of: At least one viand of pork based dish At least one viand of chicken based dish At least one viand of vegetable dish At least one viand of egg dish At least one viand of dessert Steamed Rice Beverage</p> <p>Serving Time: on or before 9:00am</p>	1	lot			

<p><b>Other Requirements:</b>  *Free Flowing Coffee/Tea Service  *Table and Chairs Set-up  <b>Quality:</b>  Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; 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.   Note: Supplier must allow ocular visit and provide sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.   <b>(Price Vat-Included)</b></p>							
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Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

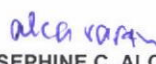
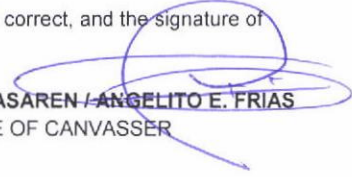
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**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.  Notarized Omnibus Sworn Statement is required (for SVP with ABC of Php50,000 and above);
  - 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:**

Telephone: 8836-3314  
Telefax: 8813-1174

**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)