



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

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

Attention: _____

Date: January 12, 2024
Quotation #: PS-024-01-009
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
CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue for Sinag Awarding Ceremony, inclusive of VAT, service charge and other charges</p> <p><i>Event Date: February 5, 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 and interns to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 500 persons. <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 with chairs. The venue is preferably to have internet/wifi availability/ connectivity for the attendees. <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 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 or drop off point 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> Basic Lights and Sounds System Use of Venue, with schedule as follows: Note: Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;">(Price Vat-Included)</p>	1	lot			

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, above Php500,000);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized; Notarized OSS is required);
 - 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.


JOSEPHINE C. ALCASAREN / MARIJOIE V. CASTILLO
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

OSG-HA-QF-039

Rev.00 (05 July 2018)