



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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

Date: April 11, 2024  
Quotation #: PS-024-04-063  
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-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) and Technical Equipments for OSG Anniversary Celebration, inclusive of taxes, set-up, operator/marshals, and other charges:</b></p> <p><i>Event Date: June 7, 2024</i> <i>Estimated No. of Pax: 850 pax</i> <i>General Specifications:</i></p> <p>The OSG intends to procure an events venue that will include the necessary physical and technical and food and beverage requirements for the celebration of its 123rd Anniversary.</p> <p>The celebration necessitates the provision of event venue with afternoon tea, dinner buffet, venue set-up, and AV and Sound System services.</p> <p><b>Venue</b> <i>Accessibility/Location:</i> The venue should be accessible via land travel from Makati City and within an 6-kilometer radius from the OSG Main Building. <i>Space Requirement:</i> The venue should comfortably seat Eight Hundred Fifty (850) pax banquet-style; The allotted use of venue for the program is at least four (4) hours, excluding time for set-up and clean-up.</p> <p>The venue must have function rooms/areas to serve as:</p> <ol style="list-style-type: none"> <li>Area for the dinner and entertainment with stage and dancefloor set-up and provision of VIP Chairs on stage;</li> <li>Pre-function lobby are for registration with use of TVs for event signage;</li> <li>At least three (3) holding rooms for VIPs and Entertainers</li> </ol> <p>The venue must allow early ingress at 12:00AM of June 7, 2024</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting, proper ventilation and air-conditioned.</p> <p><i>Facilities:</i> The venue must at least provide the following:</p> <ul style="list-style-type: none"> <li>Complimentary high-speed internet connectivity</li> <li>Free use of round tables and chairs, preferably 85 round tables for 850 persons with themed centerpieces;</li> <li>Free use of red carpet</li> <li>Audio-visual and Sound System with Generator Set, with the following minimum inclusions: <ul style="list-style-type: none"> <li>Professional Audio and Lighting System</li> <li>Hanging Truss &amp; Vertical Truss for Lighting</li> <li>One (1) Generator Set with Fuel</li> <li>Communication Headset</li> <li>Band or DJ Equipment</li> <li>Five (5) units of LED Wall with Estimate Size: 9ft x 12ft</li> <li>Two (2) units of Floor Monitors</li> </ul> </li> <li>Video Coverage and Photowall Mounting Services, with the following minimum inclusions: <ul style="list-style-type: none"> <li>Recording of event highlights</li> <li>Same-day Edit which should be turned over before conclusion of the program for preview</li> <li>Mounting of PhotoWall</li> <li>Lighting System for the Photowall</li> </ul> </li> </ul>					

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>Health and Security:</b> The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>The venue must have security, engineering, and maintenance staff on-site during the ingress, egress, and actual event.</p> <p>The venue shall:</p> <ul style="list-style-type: none"> <li>Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation;</li> <li>Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue;</li> <li>Strictly implement security measures inside the hotel, including its vicinity;</li> </ul> <p><b>Parking Space:</b> The venue must provide complimentary parking for at least 10% of the minimum number of participants and a parking area within the venue premises or nearby establishment for bus and other service vehicles of the attendees.</p> <p><b>Emergency Response:</b> The venue must be near a police station and/or fire station.</p> <p><b>Others:</b> The venue must be structurally sound, well-maintained and attractive.;</p> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>The lessor must allow modification on the no. of pax within the range of 700 - 1000 pax.</li> <li>The lessor must also allow entry of outsourced suppliers, and/or provide options for upgrade or additional visual lights or sounds equipment. Additional charges are allowed provided that it will be presented separately in the quotation.</li> <li>The lessor should be able to complete the set-up in the morning of June 7, 2024</li> <li>The lessor is responsible for dismantling the set-up after the event.</li> </ul> <p><b>FOOD AND BEVERAGE:</b></p> <p>The service provider must comply with the following specifications for food and drinks:</p> <ol style="list-style-type: none"> <li>a. Establishment must be able to cater/ provide the event's food and beverage requirements for all attendees.</li> <li>b. The dinner buffet for 850 pax shall be served as follows: <ol style="list-style-type: none"> <li>i. Plated 4-course meal for VIPs with an estimate of 100 pax;</li> <li>ii. Buffet Dinner for remaining participants with minimum inclusion of : <ol style="list-style-type: none"> <li>1. Four (4) Kinds of Salad</li> <li>2. Artisan Bread Selection</li> <li>3. One (1) Kind of Soup</li> <li>4. Four (4) Viands of Main Course with at least (preferably) one chicken based dish, one seafood based dish, one fish based dish, and one vegetable based dish</li> <li>5. One (1) Kind of Pasta</li> <li>6. Rice</li> </ol> <p>*Note: The supplier must allow adjustment on the no. of pax for plated dinner and dinner buffet, for at least 1 week prior of the event.</p> </li> </ol> </li> <li>c. Must be able to provide/cater afternoon tea for 850 pax</li> <li>d. Must allow entry and consumption of roast beef, pork lechon, alcoholic, and non alcoholic beverages.</li> <li>d. Must be able to provide purified drinking water;</li> <li>e. Complete customized set-up for the buffet stations and dinner tables, and ambient decor styled according to the evening's theme;</li> <li>f. Must be able to provide uniformed and well-trained banquet service personnel;</li> <li>g. Must be able to provide exclusive waiters and plating service for VIPs;</li> <li>h. Must conduct food sampling/tasting for selected members of the OSG and present a mock-up banquet set-up presentation prior to the event;</li> </ol> <p>Note: Attached herewith the Terms of Reference which supplier must comply upon awarding. Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>					

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