Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 5, 2025
Quotation #: PS 025-05-056
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
1	**Procurement of Food and Beverages for the Inauguration of Additional Eleven (11) Divisions at Convergys One Building, inclusive of taxes, services, delivery, and other charges:** Event Date: July 4, 2025 Delivery Time: 11:00am (Packed Meals) Set-up Time: on or before 10:00am (Buffet Set-up) Delivery Address: 6th flr. - Service Area Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City **Minimum Inclusion:** ***PACKED LUNCH*** **Delivery Time: on or before 11:00am** **Quantity: 230 pax** Each set must contain the following: At least one viand of seafood dish At least one viand of beef or chicken dish At least one serving of stir fry vegetable/ mushroom dish At least one serving of pasta dish Steamed Rice At least one variant of dessert Soda or Juice Packaging: Each set must be individually packed containing all inclusion per per set No single-use plastics should be used, including straw (except disposable utensils); preferably eco-friendly food containers Quality: Meals must be delicious, freshly made (not spoiled), and prepared in a hygienic and safe environment Big servings, spill-free packaging, and delivered at the specified time The supplier must warrant that in case of spoilage or poor quality meals, it will be replaced and delivered immediately at no additional cost ***BUFFET SET-UP FOR VIP*** ***Set-up Ready Time: 10:00am*** **Quantity: 50 pax** At least one viand of a seafood dish At least one viand of beef or chicken dish At least one serving of stir fry vegetable/ mushroom dish At least one serving of pasta dish Steamed Rice At least one variant of dessert Free flowing juice/iced tea Additional inclusions: Grazing Table with Sushi (Maki) and Fruits (Sliced) **Other Requirements:** *Supplier should provide the plates, utensils, cutleries, glasses, and tissues. *Dishes must be served in an aesthetic buffet table with skirting *Supplier should provide tables with skirting and tiffany chairs. *Supplier should provide food containers for any excess food. *All left over food should be properly coordinated to end-user and be given to the authorized representative in a proper take out container	1	lot			

	Quality of Food Requirements: *NO pork or blood-based ingredients. *Food must be delicious, big serving, spill-free, freshly made and not spoiled. Meals are prepared in proper, hygienic, and safe place; and delivered at specified time. *The supplier should warrant that in case of spoilage or poor-quality meals, it will be replaced and delivered immediately at no additional cost. **Manpower Requirements:** *Supplier must provide at least two (2) properly dressed personnel/servers with name tags during the event. *Supplier is required to provide list of employees and equipment to be brought into the venue at least a day before the event. **(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 - for above P500K);
d. [ ] Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
e. [ ] Tax Clearance Certificate;
f. [ ] 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.

ANGELITO E. FRIAS / FATHIA K. KARIM / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314
Telefax: 8813-1174
Please send your quotation to:

Rrfq.osgprocurement@yahoo.com