Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 14, 2025
Quotation PS-025-07-082
ABC: ₱270,000.00

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	UNIT PRICE	TOTAL PRICE
1	**Lease of Venue with Catering Services for LIP 2025 Graduation Ceremony, inclusive of set-up, technical staff, taxes, and other charges:** Event Date: August 1, 2025 (1:00pm - 5:00pm) No. of Pax: 150 pax **General Specifications:** **A. Venue** Accessibility/Location: The venue must be accessible to Office of the Solicitor General for efficient access of employees to and from the venue. Venue and Space Requirement: The venue must be accommodate at least 150 persons. Light and Ventilation: The venue must have sufficient lighting and proper ventilation. Venue must be fully airconditioned. Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk staff and security.; The venue must be properly sanitized. Parking Space: The venue should have a parking space that can accommodate the OSG buses which will transfort the employees and interns to and from the venue, and parking slots for VIP's. Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases. Others: The venue should be structurally sound, well-maintained and attractive. **Other requirement to be included:** 1. Ingress and Egress 2. Air-conditioned and decorated Function Hall 3. Sound and Lightning System 4. LED Screen 5. Speakers and 4 Microphones 6. Podium and Elevated stage platform 7. Wifi/ Internet Connectivity 8. Available staff in the area for technicalities and roving security staff **B. Food Requirement and Catering Services/ set-up for 150 pax** 1. Tables & chairs set-up (with table cloth/ linen according to the event's Theme) 2. Unlimited water in water dispenser/s 3. W/ free flowing coffee 4. Managed Buffet set-up with server/s	1	lot		

	5. Meal covered: **Early Dinner includes:** 1 Pork Dish, 1 Chicken Dish, 1 Fish Dish, 1 Vegetable Dish, Rice, Drinks, and Dessert 6. Food must be served fresh and hot. 7. Other chosen dish/es should have no pork ingredients for Muslim participant. Note: *Supplier must allow ocular visit to inspect the place. Supplier must provide picture/brochure of facilities for technical evaluation of endorser. Supplier must also provide an option for rescheduling or modification due to national/agency announcement. Note: *The Service Provider/Bidder must provide brochure and sample picture venue to be used for technical evaluation of the end user. **(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 and any amount for Lease of Venue);
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 CANVASSERS

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:

osg.procurement@yahoo.com