Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 11, 2025
Quotation #: PS 025-07-091
ABC: ₱558,800.00

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
	Procurement of Food and Beverages for various trainings/ seminars of the Office of the Solicitor General, inclusive of taxes, services, delivery, and other charges:				
	Delivery Address: Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City				
	2025 CASCADING PROGRAM				
pax	**Event Date: September 10, 2025; 8:00AM - 5:00PM**	88			
pax	**September 11, 2025; 8:00AM - 5:00PM**	88			
	No. of Pax: 88 pax per day				
	Minimum Inclusion: **AM SNACKS** Serving Time: On or before 7:30AM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage				
	LUNCH Serving Time: On or before 11:50AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish At least one viand of beef dish At least one viand of chicken dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Rice Beverage				
	PM SNACKS Serving Time: On or before 2:50PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage				
	EMPLOYEE COMPETENCY ROLL OUT				
pax	**Event Date: August 26, 2025; 8:00AM - 12:00NN**	63			
pax	**September 16, 2025; 8:00AM - 12:00NN**	63			
pax	**October 15, 2025; 8:00AM - 12:00NN**	49			
	Minimum Inclusion: **LUNCH** Serving Time: On or before 11:50AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish/chicken dish At least one viand of beef dish At least one viand of vegetable dish At least one variant of dessert (fruits or pastry) Rice Beverage				

	BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)				
pax	**Event Date: September 2 2025; 8:00AM - 5:00PM**	56			
pax	**September 5, 2025; 8:00AM - 5:00PM**	56			
pax	**September 17, 2025; 8:00AM - 5:00PM**	56			
pax	**September 18, 2025; 8:00AM - 5:00PM**	56			
	No. of Pax: 56 pax per day				
	Minimum Inclusion:				
	AM SNACKS				
	Serving Time: On or before 7:30AM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	Sandwich with side dish or Pasta with bread				
	Beverage				
	LUNCH				
	Serving Time: On or before 11:50AM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	At least one viand of fish				
	At least one viand of beef dish				
	At least one viand of chicken dish				
	At least one viand of vegetable dish				
	At least one variant of dessert (fruits or pastry)				
	Rice				
	Beverage				
	PM SNACKS				
	Serving Time: On or before 2:50PM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	Sandwich with side dish or Pasta with bread				
	Beverage				
	IT SECURITY AWARENESS TRAINING				
pax	**Event Date: October 7, 2025; 8:00AM - 5:00PM**	37			
pax	**October 14, 2025; 8:00AM - 5:00PM**	58			
pax	**October 21, 2025; 8:00AM - 5:00PM**	58			
pax	**October 28, 2025; 8:00AM - 5:00PM**	58			
	Minimum Inclusion:				
	AM SNACKS				
	Serving Time: On or before 7:30AM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	Sandwich with side dish or Pasta with bread				
	Beverage				
	LUNCH				
	Serving Time: On or before 11:50AM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	At least one viand of fish				
	At least one viand of beef dish				
	At least one viand of chicken dish				
	At least one viand of vegetable dish				
	At least one variant of dessert (fruits or pastry)				
	Rice				
	Beverage				
	PM SNACKS				
	Serving Time: On or before 2:50PM				
	Serves in area specified by end-users				
	Each set must contain the following:				
	Sandwich with side dish or Pasta with bread				
	Beverage				

	Other Requirements: *Free-Flowing Water and Coffee and/or Tea or Juice *Supplier should provide the plates, utensils, cutleries, glasses, and tissues. *Dishes must be served in an aesthetic buffet long table with skirting *Suppliers should provide food containers for any excess food. *All left over should be properly coordinated to end-user and be given to the authorized representative in a proper take out container **Quality of Food Requirements:** ***NO pork or blood-based ingredients.** *Food quality 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 guarantee that in the event of spoilage or poor-quality meals, they will immediately replace and provide the same meals at no additional cost. **Manpower Requirements:** *At least two (2) properly dressed personnel/servers with name tags should be present during the event. *Supplier is required to provide list of employees and equipment to be brought into the venue. Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for modification, rescheduling and cancellation due to agency and national government announcement. **(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);
d. [ ] Notarized Omnibus Sworn Statement is required (50K Above);
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:
OSG-HA-QF-039 rfq.osgprocurement@yahoo.com
Rev 00 (05 July 2018)