Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: November 24, 2025
Quotation #: PS 025-11-128
ABC: ₱56,000.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	**Procurement of Food Relative to the Conduct of the 18-Day Campaign to End VAW Activity Entitled "United for a VAW-Free Philippines: Stop VAW, Look Behind the Silence, and Listen with Compassion,"** *Inclusive of taxes, services, delivery, and other charges.* Event Title: United for a VAW-Free Philippines: Stop VAW, Look Behind the Silence, and Listen with Compassion Event Date: December 4, 2025 Number of Participants: 70 pax **Delivery Address:** Training Room, 7th Floor, Convergys One Building 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City **Items and Description:** **A. AM Snacks** Delivery Time: On or before 7:30 AM Inclusions: One pasta dish One sandwich Beverage: Water and juice/tea Brewed coffee ***Note: All dishes must be prepared without pork ingredients.*** **B. Lunch** Delivery Time: On or before 11:50 AM Inclusions: One chicken-based dish One fish dish One vegetable dish Steamed rice One fruit dessert Beverage: Water and juice/tea ***Note: All dishes must be prepared without pork ingredients.*** **C. PM Snacks** Delivery Time: On or before 2:50 PM Inclusions: One pasta dish One sandwich Beverage: Water and juice/tea ***Note: All dishes must be prepared without pork ingredients.*** **Other Requirements:** • Free-flowing water and coffee and/or tea or juice. • Supplier should provide plates, utensils/cutlery, glasses, and tissues. • Dishes must be served on an aesthetic buffet table with proper skirting. • Supplier should provide food containers for any excess food. • All leftovers must be properly coordinated with the end-user and handed to the authorized representative in approriate take-out containers.	1	lot		

	Manpower Requirements: • At least two (2) properly dressed personnel/servers with name tags must be present during the event. • Supplier is required to provide a list of employees and a list of equipment to be brought into the venue. **Additional Notes:** • Supplier should provide at least one (1) sample set for taste testing and technical (especially quality) evaluation by the agency's authorized representative. • The sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity may differ upon actual delivery/issuance of PO. • Supplier must provide options for rescheduling and/or modification due to agency/national government announcements. • Supplier must comply with any changes to the delivery address during actual contract implementation. **(Price Vat-Included)**				

Delivery Period: _____

Warranty: _____

Price Validity: _____

_____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

MICHELLE E. GOMEZ / 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