Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 10, 2025
Quotation PS-025-10-106
ABC: ₱228,700.00

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 the conduct of GAD Training, Planning and Budgeting, inclusive of set-up, technical staff, taxes, and other charges:** Event Date: October 22-24, 2025 No. of Pax: 29 pax **General Specifications:** **A. Venue** Accesibility/Location: The venue must be accessible via land travel from the Office of the Solicitor General to ensure efficient transport for employees. Room and Space Requirements: The venue must accommodate at least 29 persons for a 3-day, 2-night stay. Light and Ventilation: The venue must have sufficient lighting and proper ventilation. Rooms must be fully air-conditioned. Facilities: - A wide space suitale for all activities - Swimming pool - Game room equipped with table tennis, darts, billiards table and air hockey - Gym and Fitness equipment Health and Security: - Clearly marked fire escapes and firefighting equipment - First aid kit or infirmary - 24/7 front desk staff and security personnel - Proper sanitation, with daily disinfection of common areas preferred Emergency Response: The venue must be near a police station and/or fire station. Others: The venue should be structurally sound, well-maintained and attractive. **Other requirement to be included:** - Function room - Pads and Pens - Flipchart with marker - Whiteboard with marker - Iced water & mints - Basic sound system - Microphones (2) - LCD Projector	1	lot		

	B. Food Requirements and Catering Services - Table and chairs set-up for 29 pax - Unlimited water via water dispenser - Free-flowing coffee or tea - Manage buffet set-up with servers - Meals to be served: Day 1: Lunch, PM Snack, Dinner Day 2: Breakfast, AM Snack, Lunch, PM Snack, Dinner Day 3: Breakfast, AM Snack, Lunch, PM Snack - Food must be served fresh and hot Other Requirements: *One round service of iced tea Note: Supplier must allow an ocular visit to inspect the venue. Supplier must provide photos or brochures of facilities for external evaluation. Supplier must offer flexibility for rescheduling of modification due to national or agency announcements. **(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