Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: April 30, 2026
Quotation #: PS 026-04-027
ABC: ₱1,000,000.00

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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 Catering Service and Packed Meals Provider for the OSG 125th Anniversary Celebration on June 10, 2026, inclusive of taxes, service charge, and delivery charges:** **Event Title: 125th OSG Anniversary Celebration** Event Date: June 10, 2026 Event Theme: Corporate Elegance (Blue and Gold Color Palette) No. of Pax: 100 pax for VIP's Plated Dinner Service No. of Pax: 670 pax for Managed Dinner Buffet No. of Pax: 80 pax for Skeletal Workforce **Items and Description:** **a. Managed Buffet (670 pax) & VIPs Plated Dinner Service (100 pax)** **Delivery Address:** Foro de Intramuros, Anda Street, Intramuros, Manila Serving Time: **on or before 6:00 PM** Inclusions: □ One (1) Serving of Soup □ One (1) Serving of Salad □ One (1) Serving of Beef Viand □ One (1) Serving of Chicken Viand □ One (1) Serving of Fish Viand □ One (1) Serving of Pasta Viand □ One (1) Serving of Vegetable □ One (1) Serving of Dessert □ Steamed Rice □ Purified Drinking Water □ Red / Lemon Iced Tea □ Coffee / Tea Service **Other Requirements** 1. Buffet table set-up and centerpieces must suit to the theme of the event (Corporate Elegance / Blue and Gold Color Palette). 2. No pork or blood-based ingredients. 3. Free-flowing coffee with condiments. 4. Complete dining set-up (chinaware, glassware and silverware); Tables, chairs, plates, utensils, cutleries, tissues and glasses should be provided by the supplier. 5. Banquet chairs for the guests (670 pax) and Tiffany chairs for VIPS (100 pax). 6. Dishes must be served in aesthetic buffet table with skirting. 7. Suppliers must also provide food containers for any excess food. 8. All leftover food should be properly coordinated to the end-user and be given to the authorized representative in a proper container. 9. Supplier is required to provide the list of employees and equipment to be brought inside the venue at least a day before the event. 10. Supplier must provide at least twenty (20) properly dressed personnel with name tags during the event. 11. The food must be prepared within the premises or within close proximity of the venue to avoid spoilage; 12. Plated dinner option for at least one hundred (100) VIP participants. 13. Must conduct food sampling/tasting for the committee.	1	lot			

	a. Packed Meal for Skeletal Force (80 pax) **Delivery Address:** OSG Convergys One Building, Dela Rosa corner Salcedo Street, Legaspi Village, Makati City Delivery Time: **11:00 AM** Inclusions: □ One (1) Serving of Chicken Viand □ One (1) Serving of Fish Viand □ One (1) Serving of Vegetable □ One (1) Serving of Dessert □ Steamed Rice □ Beverage **Other Requirements** 1. The supplier must use an environmental-friendly packaging. 2. The packed meals must be served individually with utensils. **Quality of Food Requirements:** Meals must be delicious, prepared in a clean, hygienic, and safe environment, served in large portions, spill-free, freshly made (not spoiled), and ready to be served at the specified time. **Note:** Supplier must provide sample menu. *Supplier must provide option for rescheduling, modification, and cancelling due to possible agency announcement. Supplier should warrant the agency in case of spoilage and not good quality meals, they will replace and provide the same immediately at no additional cost.* *For catering service, supplier must provide at least one buffet with complete set up good for at least ten (10) personnel for taste test. Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during the contract implementation. The stated quantity might differ upon the actual delivery/PO.* *For packed meals, supplier should provide at least 2 sample set for taste test for technical (especially quality) evaluation of authorized representative of the agency. Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during the contract implementation. The stated quantity might differ upon the actual delivery/PO.* **(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.

SONNY S. BERMUDEZ / FATHIA K. KARIM / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8988-1777
Telefax: 8813-1174
Please send your quotation to:

osgprocurement@osg.gov.ph