Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: April 30, 2026
Quotation #: PS 026-04-027
ABC: ₱72,000.00

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	BRAND	UNIT PRICE	TOTAL PRICE
	PROCUREMENT OF FOOD AND BEVERAGES FOR CAPACITY BUILDING COMMITTEE TRAINING/SEMINAR OF THE OFFICE OF THE SOLICITOR GENERAL, inclusive of taxes, services, delivery and other charges **Event Title: Institutional Frameworks and Written Advocacy in Arbitration Seminar**					
1	**Event Date: May 18, 2025; 8:00 AM - 5:00 PM**	45	pax		PHP 800.00	PHP 36,000.00
2	**Event Date: May 19, 2025; 8:00 AM - 5:00 PM** **No. of Pax: 45 per day**	45	pax		800.00	36,000.00
	Delivery Address: Training Room, 7th Floor, Convergys One Building 6796 Ayala Avenue cor. Salcedo St. Legazpi, Village, Makati City **Minimum Inclusion:** **AM SNACKS** Serving Time: On or before 7:30 AM Serves in area pecified by end-users Each set must contain the following: Sandwich with side or Pasta with bread Beverage **LUNCH** Serving Time: On or before 11:50 AM Serves in area pecified by end-users Each set must contain the following: At least one viand of fished-based dish At least one viand of beef-based dish At least one viand of vegetable dish At least one viand of dessert (fruits or pastry) Rice Beverage **PM SNACKS** Serving Time: On or before 2:50 PM Serves in area pecified by end-users Each set must contain the following: Sandwich with side or Pasta with bread Beverage ***Manpower Requirements:*** *With at least two (2) personnel during the events. *Personnel must be in uniform/approriately dressed with name tags. *Supplier is required to provide list of names of employees and a list of equipment to be brought into the venue. ***Other Requirements:*** *Complete set up of tables, chairs, utensils, buffet table, takeout containers for leftover food. *Free-flowing coffee (with sugar and cream) with water, tea and juice. *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.** *Delicious/Scrumptious and big servings. *Prepared in proper, hygienic and safe place. *Freshly made (not spoiled). *Delivered at specified time. *Supplier must warrant the agency that in case of spoilage, and/or not good quality meals, they will replace and provide alternative menu immediately. The supplier should guarantee that in the event of spoilage or poor-quality meals, they will immediately replace and provide the same at no additional cost. **Note:** *Supplier should provide at least 2 sample sets for taste test and technical (esp. quality) evaluation of authorized representative of the agency on May 7, 2026 at 10:00-11:00 am to be submitted to Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City. Sample sets should be identical to the proposed menu upon delivery if awarded. The stated quantity might not differ upon actual delivery/PO*					

	delivery/PO **Supplier must provide option for cancelling, rescheduling, and/or modification 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.

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

STATEMENT OF COMPLIANCE

PARTICULARS	STATEMENT OF COMPLIANCE
ANNUAL PRODUCTION (24/7) **MAINTENANCE RENEWAL (INCLUDES 24/7 UPLIFT) (22 SOCKETS) -**	
Duration: December 19, 2022 to December 18, 2023	
Includes Software Maintenance and Technical Support as indicated in the Terms of Reference.	
Software Maintenance and Technical Support	
1. SUPPLIER will provide 24 hours x 7 days helpdesk phone and email	
2. SUPPLIER will provide 24 hours x 7 days of onsite technical support with	
3. SUPPLIER will address an unlimited number of support requests escalated	
4. SUPPLIER will provide onsite support for installing and deploying software	
5. Includes access to the VEEAM portal for downloading the latest product	
6. SUPPLIER will provide a procedure for support and problem escalation.	
7. SUPPLIER will perform system health checks twice a year.	
8. SUPPLIER will provide complete documentation for Activity Plan on	
9. Supplier agrees to be paid based on a progressive billing scheme as • Within thirty (30) days from completion of the delivery and issuance of the Inspection and Acceptance Report by the OSG, and submission of all other required documents - 95% of the contract price. • One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price.	
10. A rebate of one-tenth (1/10th) of one (1%) of the pro-rated contract price for any infraction on the above response time will be deducted from the withheld five percent (5%).	
Note: Kindly provide statement of Compliance and Warranty Certificate as part of the technical requirements. The supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.	

Conforme by:

SIGNATURE OVER PRINTED NAME

Company: