Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: May 13, 2026
Quotation #: PS 026-05-029
ABC: ₱260,000.00

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	**Lease of Venue (with Team Building Facilitator and Catering Services) for the 2026 LIP TEAM BUILDING ACTIVITY, inclusive of set-up, operators/marshals, and other charges** Event Date: June 4-5, 2026 No. of Pax: 70 pax **General Specifications** **A. Venue** **Accessibility and Parking Space:** The venue must be accessible via land travel. The venue should have parking space that can accommodate two (2) OSG buses. **Room and Space Requirements:** The accommodation shall be for two (2) days and one (1) night. The venue must accommodate at least seventy (70) persons. The venue must have sufficient lighting and proper ventilation. Rooms must be air-conditioned. **Facilities:** The venue must have a spacious area for team building activities, swimming pool/s, a function hall for meetings and social activities, and a designated dining area for seventy (70) persons. **Health and Security:** The venue must be properly and regularly sanitized. The venue must have visible fire escapes and firefighting equipment, a first aid kit, emergency responders, and 24/7 front desk staff and security personnel. The venue must be equipped and prepared for emergency situations. **Others:** The venue must be structurally sound and well-maintained. **Other Amenities Required to be Included:** 1. Function Hall/Meeting Room, pavilions, and outdoor amenities for two (2) days' use 2. Basic sound system with microphone during the 2-day activity 3. Projector and projector screen during social activities 4. Tables and chairs set-up 5. Wi-Fi/Internet connectivity **B. Team Building Facilities with Facilitator/Organizer** **Facilitation Services:** Facilitation of all activities, including seminar-workshops, team building coordinators, assistant facilitators, marshals, and materials.	1	lot		

	C. Food Requirements and Catering Services/Set-up 1. Tables and chairs set-up for 70 pax 2. Unlimited water through water dispenser/s 3. Free-flowing coffee 4. Managed buffet set-up with server/s 5. Meals Covered: • Day 1: Lunch, PM Snacks, Dinner • Day 2: Breakfast, Lunch **Minimum Requirements:** • Lunch and Dinner shall include: - Two (2) meat viands - One (1) vegetable or soup dish - Rice - Drinks - Dessert • PM Snack shall include: - One (1) snack choice - Drinks • Breakfast shall include: - Fried rice - Egg - Two (2) viands - Coffee 6. Food must be served fresh and hot. 7. Alternative dishes without pork ingredients must be available for Muslim participants. **Note:** The supplier must allow an ocular visit for inspection of the venue. The supplier must provide pictures/brochures of the facilities for the technical evaluation of the end-user. The supplier must also provide an option for rescheduling or modification due to national or agency announcements. **(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.

MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph