Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: May 15, 2026
Quotation #: PS 026-05-030
ABC: ₱31,500.00

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 for the Conduct of the "OSG Legal Internship Program (LIP) 2026 Interns' Orientation"** *Inclusive of taxes, services, delivery, and other charges.* Event Date: June 1, 2026 No. of Pax: 80 pax Delivery Address: 7th Floor, Convergys One Building, Ayala Ave. cor. Salcedo St., Makati City **Items and Description:** **Lunch (Buffet Set-Up)** Serving Time: 12:00NN (Meals and set-up must be ready by 11:30 A.M.) **Inclusions:** 1. One (1) fish-based dish 2. One (1) chicken-based dish 3. One (1) vegetable dish 4. One (1) soup 5. Steamed rice 6. One (1) dessert variant 7. Iced tea or juice and service water **Requirements:** • Skirted buffet table • Waiters and service staff • Plates, silverware, glassware, and tissue/napkins • No pork ingredients (HALAL) **Quality:** Meals must be delicious and prepared in a clean, hygienic, and safe environment; served in generous portions; spill-free; freshly prepared (not spoiled); delivered and served on time; and served hot.	1	lot		

	Note: The supplier shall provide photos of previous work for sample setup and at least one (1) sample set for taste testing and technical evaluation, particularly on quality, by the agency's authorized representative. The sample set must be identical to the proposed menu set upon delivery if awarded the project. The stated quantity may vary upon actual delivery or issuance of the Purchase Order (PO). The supplier must provide an option for rescheduling and/or modification due to possible changes in agency or national government announcements. Furthermore, the supplier must accommodate any changes in 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.

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