Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: May 28, 2026
Quotation #: PS 026-05-034
ABC: ₱320,000.00

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 for the Conduct of the 2026 OSG 125th Anniversary, Inclusive of Taxes, Set-Up, Operators/Marshals, and Other Charges** **Event Date:** June 10, 2026; 4:00 PM to 8:00 PM **Actual Air-Conditioning Time:** 2:00 PM to 8:00 PM **Ingress Time:** 3:00 AM to 4:00 PM **Egress Time:** 8:00 PM to 10:00 PM **General Specifications: Venue Requirements** **Accessibility/Location:** ◊ The venue must be accessible to the Office of the Solicitor General via land travel within a 10-kilometer radius from the OSG. **Space Requirements:** ◊ The venue must accommodate at least 900 persons in a round-table set-up, with 10 persons per table. ◊ The venue must be air-conditioned and have adequate indoor lighting. ◊ In addition, the venue must comfortably seat 800–900 persons in either a banquet-style arrangement or round-table set-up with linens and **Facilities:** ◊ The venue must have a basic lights and sounds system with at least four (4) wired microphones. ◊ The venue is preferably equipped with internet/Wi-Fi connectivity for attendees. ◊ The venue must have a steady water supply for handwashing and toilet facilities. **Health and Security:** ◊ The venue must have clearly visible fire exits and firefighting equipment. ◊ The venue must be structurally sound, well-maintained, and visually **Parking Space:** ◊ The venue must have a parking area that can accommodate at least one hundred fifty (150) vehicles, including five (5) OSG buses. ◊ Moreover, the venue provider must be willing to grant complimentary parking for at least 10% of the total number of attendees. ◊ The venue must have a roadway access point or drop-off area that can accommodate the OSG buses that will shuttle employees to and from the venue.	1	lot		

	Emergency Response: ◊ The venue must be located near a police station and/or fire station. **Other Amenities:** ◊ Basic lights and sounds system ◊ LED wall ◊ Dressing room ◊ Engineering services ◊ Janitorial services ◊ Sign stands ◊ Wi-Fi connection **Note:** The supplier must provide pictures/brochures of the facilities for the technical evaluation of the end-user. The Service Provider must provide options for rescheduling, modification, and cancellation due to announcements made by the National Government and/or the OSG. **(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.

ANGELITO E. FRIAS / CHRISTIAN D. BUAT
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