Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 9, 2026
Quotation #: PS 026-06-035
ABC: ₱941,600.00

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 Lease of Venue (Hotel Accommodation) with Catering Services (Food and Beverage Package with U-Shape and Classroom-Style Setup) for the Conduct of Case Conferencing Sessions** *Inclusive of Taxes, Setup, Waitstaff/Service Personnel, and Other Charges* Event Date: June 17-18, 2026 Estimated No. of Participants: 40 pax **General Specifications** The OSG intends to procure the lease of a venue with hotel accommodation and a function/conference room or event space that will provide the necessary physical, technical, and food and beverage requirements for the conduct of its Case Conferencing Sessions. The event package shall include venue setup, accommodation, meals, and basic audio-visual equipment. **1. VENUE AND FACILITIES** **Space Requirement** The venue must be able to accommodate forty (40) guests requiring at least Deluxe Single Occupancy accommodations from June 17–19, 2026 (3 days and 2 nights), with a function/conference room that can comfortably seat forty (40) participants. The setup shall provide seating for at least ten (10) participants in a U-shape arrangement, with the remaining participants seated in a classroom-style arrangement. The venue shall be available as follows: ◊ June 17, 2026 - at least five (5) hours of venue use; ◊ June 18, 2026 - 10:00 PM to June 19, 2026, 3:00 AM; excluding of setup and cleanup time. ◊ The venue shall be structurally sound, well-maintained, and aesthetically pleasing. **Accessibility / Location** ◊ The venue shall be accessible by land transportation and located within approximately ten (10) kilometers of the OSG Building (134 Amorsolo St., Legaspi Village, Makati City). ◊ The venue shall have adequate lighting, proper ventilation, and air-conditioning. **Facilities:** The venue shall include complimentary use of basic audio-visual equipment, including: ◊ Professional audio system; ◊ Microphones; ◊ Big Monitor; ◊ LED wall or projector screen; ◊ Basic banquet equipment; and ◊ Video camera for video conferencing. Alternatively, the venue shall allow the organizers to bring and use their own video-recording equipment without additional charge. ◊ The venue shall provide a banquet-style setup with beverage stations, including five (5) to ten (10) round tables with table linens and chairs for at least 40 persons. ◊ The lessor shall complete the setup on the afternoon of June 16, 2026, and shall be responsible for dismantling all tables, chairs, and buffet setups after the event. ◊ The venue shall be supported by at least one (1) generator set. **Parking Spaces** ◊ The venue shall provide at least forty (40) complimentary parking spaces. **Health and Security:** ◊ The venue shall have a fire escape plan, visible fire exits, fire extinguishers, and a first-aid kit or infirmary for emergencies. ◊ The venue shall provide 24/7 security and implement appropriate security measures within and around the premises. ◊ Security and maintenance personnel shall be present during ingress, egress, and the event proper. ◊ The venue shall be equipped with a closed-circuit television (CCTV) system for monitoring venue areas.	1	lot		

	Emergency Response ◊ The venue shall be located near a police station and/or fire station. **Other Requirements** ◊ The lessor shall provide an on-site AV technician/specialist to assist in the setup and operation of audio-visual equipment throughout the event. ◊ Provision of at least twenty-five (25) complimentary breakout rooms. ◊ Any additional charges shall be communicated to and approved by the OSG and shall be presented separately in the quotation. **2. FOOD AND BEVERAGE** Meal arrangements for forty (40) persons shall include: a. Whole-Day Meal Service ○ Morning snack ○ Buffet lunch ○ Afternoon snack ○ Buffet dinner a. Midnight Meeting Snack Package ○ June 18, 2026, 10:00 PM to June 19, 2026, 3:00 AM **Additional Requirements** ◊ The lessor and supplier shall allow adjustments to the number of meal arrangements up to one (1) week prior to the event. Any additional charges shall be communicated to and approved by the OSG and shall be presented separately in the quotation. ◊ Free-flowing brewed coffee with complete condiments, tea, and purified drinking water shall be provided. ◊ The supplier shall provide well-trained and uniformed waitstaff in sufficient number to adequately attend to the attendees. ◊ The supplier shall conduct a food tasting for selected OSG representatives and present a mock-up banquet setup before the event. ◊ The lessor shall allow an ocular inspection, and the supplier shall provide sample menus. **Other Requirements** ◊ The venue shall have at least a three-star rating. ◊ No deposit for incidental charges shall be required upon check-in. ◊ The supplier shall provide photographs of the quoted room(s) and allow a site visit for technical evaluation by the end-user. ***Note:*** *The lessor and supplier shall not impose penalties for rescheduling, cancellation, or modification due to directives of the National Government, the Solicitor General, or the OSG. The supplier shall also comply with the agreed send-bill arrangement. Failure to comply with any of the foregoing requirements shall be grounds for automatic disqualification from the procurement process.* **(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 CANVASSER

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

osgprocurement@osg.gov.ph