Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 16, 2026
Quotation #: PS 026-06-036
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 "2026 OSG Legal Internship Program (LIP) Chief's Hour"** *Inclusive of taxes, services, delivery, and other charges.* Event Title: "2026 OSG Legal Internship Program (LIP) Chief's Hour" Event Date: June 22, 2026 No. of Pax: 80 pax Delivery Address: Training Room, 7th Floor, Convergys One Building, Ayala Ave. cor. Salcedo St., Makati City **Items and Description:** **Lunch (Buffet Set-Up)** Serving Time: 12:00NN To be served in the area specified by the end-user. Meals and set-up must be ready by 11:30 A.M. **Inclusions:** One viand of chicken-based dish One viand of fish-based dish One viand of vegetable dish One soup Steamed rice One variant of dessert (fruit or pastry) Beverage – 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 proper, hygienic, and safe environment; reasonably portioned; freshly made (not spoiled); and delivered and served on time.	1	lot		

	Delivery Period: June 22, 2026, at 10:00 A.M. **Note:** The supplier shall provide photographs of previous event setups as samples for technical evaluation by the agency's authorized representative. 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