Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 29, 2026
Quotation #: PS 026-06-48
ABC: ₱523,750.00

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, Inclusive of Food and Beverages, Taxes, Service Charges, Delivery Charges, and Other Related Costs, for the Capacity Building Committee (CBC) Training Entitled "Intensive Arbitration Practice (Mock Hearing)** **Activity Details** Training Title: Intensive Arbitration Practice (Mock Hearing) Event Schedule: July 7, 2026, 8:00 AM - 5:00 PM ◊ AM Snacks - 35 pax ◊ Lunch - 35 pax ◊ PM Snacks - 55 pax July 8, 2026, 8:00 AM - 5:00 PM July 9, 2026, 8:00 AM - 5:00 PM July 10, 2026, 8:00 AM - 5:00 PM Number of Particicpants: 40 pax per day **Minimum Requirements** **A. VENUE** 1. One (1) large training room complete with tables, chairs, sound system, microphones, LED screen, projector, laser pointer, extension cords, easels, manila paper, pens, pentel pens, and writing pads for at least forty (40) participants, to serve as the main activity venue. 2. Venue layout: ◊ U-shape setup with ten (10) participants on each longer side; ◊ Three (3) participants at one end; ◊ Two (2) small tables inside the U-shaped area with chairs for two (2) participants per table; and ◊ Gallery-style seating for ten (10) participants at the back of each longer side. 3. Two (2) breakout rooms, each equipped with tables and chairs for ten (10) participants 4. At least three (3) complimentary parking slots. **B. FOOD** **AM Snacks** Serving Time: On or before 7:30 AM Service Area: As specified by the End-User Each set must contain: ◊ Sandwich with side dish or pasta with bread; and ◊ Beverage. **Lunch** Serving Time: On or before 11:50 AM Service Area: As specified by the End-User Each set must contain: ◊ At least one (1) beef-based viand; ◊ At least one (1) fish-based viand; ◊ At least one (1) vegetable dish; ◊ At least one (1) dessert (fruit or pastry); ◊ Rice; and ◊ Beverage.	1	lot		

	PM Snacks Serving Time: On or before 2:50 PM Service Area: As specified by the End-User Each set must contain: ◊ Sandwich with side dish or pasta with bread; and ◊ Beverage. **Food Quality Requirements** ◊ **No pork or blood-based ingredients.** ◊ Meals must be freshly prepared, hygienically handled, and served in generous portions. ◊ Food must be delivered on time and in good condition. ◊ In the event of spoilage or poor-quality meals, the supplier shall immediately replace the affected meals at no additional cost. **Other Requirements** ◊ Free-flowing water, coffee, tea, and/or juice. ◊ Supplier must provide all necessary tableware. ◊ Food shall be served on an aesthetically arranged buffet table with skirting. ◊ Supplier must provide spill-proof food containers for excess food. ◊ All leftovers shall be properly coordinated with the End-User and turned over to the authorized representative in appropriate take-out containers. ◊ At least two (2) properly dressed servers with name tags must be present throughout the event. **Additional Requirements** The supplier shall provide photographs and/or brochures of the venue and facilities for technical evaluation and shall allow the End-User to conduct an ocular inspection prior to the event. The lessor/supplier must provide an option for rescheduling or modification of the event based on announcements issued by the National Government, the Solicitor General, or the Office of the Solicitor The supplier must also agree to a send-bill arrangement with the agency. Failure to comply with any of the foregoing requirements shall result in automatic disqualification during the technical evaluation. **(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.

SONNY S. BERMUDEZ / FATHIA K. KARIM / PAOLO MIGUEL U. TORIO
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