Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 30, 2026
Quotation #: PS 026-06-049
ABC: ₱24,000.00

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	**Procurement of Catering Services for Food and Beverages, Inclusive of Taxes, Service Fees, Delivery, and Other Related Charges, for the Capacity Building Committee (CBC) Training entitled "Intensive Arbitration Practice (Mock Hearing)"** **Event Details** Training Title: Intensive Arbitration Practice (Mock Hearing) Date: July 6, 2026 Time: 8:00 AM – 5:00 PM Venue: 7th Floor, Convergys One Building, Makati No. of Participants: 30 Pax **Meals Required** AM Snacks Set Lunch PM Snacks **Minimum Requirements** **AM Snacks** **Serving Time: On or before 7:30 AM** ◊ Sandwich with side dish or pasta with bread ◊ Beverage (free-flowing coffee, tea, water, or juice) **Set Lunch** **Serving Time: On or before 11:50 AM** ◊ At least one (1) fish-based viand ◊ At least one (1) beef viand ◊ At least one (1) vegetable dish ◊ Rice ◊ Beverage ◊ At least one (1) dessert (fruit or pastry) ◊ **No pork or blood-based dishes** **AM Snacks** **Serving Time: On or before 2:50 PM** ◊ Sandwich with side dish or pasta with bread ◊ Beverage (free-flowing coffee, tea, water, or juice) **Other Requirements** ◊ Free-flowing water, coffee, tea, and juice. ◊ Meals must be served buffet-style. ◊ Supplier shall provide plates, utensils, cutlery, and drinking glasses. ◊ Supplier shall provide food containers for any excess food. ◊ Any leftover food shall be properly coordinated with the end-user and released only to authorized personnel. ◊ Supplier shall provide at least one (1) properly dressed service personnel during the event. ◊ Food must be of good quality, freshly prepared, hygienically handled, safely transported, and delivered on time.	1	lot		

	◊ Food servings must be substantial, spill-free, and fit for consumption. ◊ The supplier shall warrant that, in case of spoiled or poor-quality food, replacement meals shall be provided immediately. **Taste Test and Technical Evaluation** The supplier shall provide at least one (1) sample set for taste testing and technical evaluation, particularly on food quality, by the authorized representative of the agency. The sample set must be identical to the proposed menu to be delivered in the event of award. **Additional Conditions** ◊ The stated quantity may vary based on the actual Purchase Order ◊ The supplier must provide options for rescheduling and/or modification of services due to agency announcements or unforeseen circumstances. **(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