Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 29, 2026
Quotation #: PS 026-06-051
ABC: ₱94,000.00

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 FOOD FOR THE CONDUCT OF THE "2026 OSG LEGAL INTERNSHIP PROGRAM (LIP) GRADUATION CEREMONY"** *Inclusive of taxes, services, delivery, and other charges.* **EVENT DETAILS** Event Title: 2026 OSG Legal Internship Program (LIP) Event Date: August 4, 2026 Delivery Address: Bureau of the Treasury – Cafeteria Ayuntamiento Building Cabildo Street corner A. Soriano Avenue Intramuros, Manila 1002 **Items and Description** **Merienda Cena / Early Dinner (Buffet Set-up)** Serving Time: 3:30 PM Set-up Time: Meals and buffet set-up must be ready by 3:00 PM The supplier shall serve the meals at the area specified by the end-user. **Meal Inclusions** • At least one (1) chicken-based viand • At least one (1) fish-based viand • At least one (1) vegetable dish or salad • At least one (1) soup • At least one (1) dessert • Steamed rice • Beverages: Juice and service water **Service Requirements** • Skirted buffet table • Waiters and service staff • Plates, silverware, glassware, and tissue/napkins • Meals shall contain no **pork ingredients** (Halal-compliant) **Quality Requirements** • Meals must be delicious and of good quality. • Meals shall be prepared in a clean, hygienic, and food-safe • Food shall be freshly prepared and fit for human consumption. • Portions shall be reasonable and adequate. • Meals shall be delivered and served at the specified time. • Buffet dishes shall be served hot.	100	pax		

	Notes • The supplier shall provide photographs of previous catering set-ups as samples. • The supplier shall also provide at least two (2) sample meal sets for taste testing and technical evaluation by the agency's authorized representatives. • The sample meal sets must be identical in quality and composition to the proposed menu that will be served upon award of the project. • The quantity indicated may vary depending on the actual requirement stated in the Purchase Order (PO). • The supplier shall accommodate requests for rescheduling and/or modifications due to changes in agency activities or national announcements. • The supplier shall likewise accommodate any changes to the delivery address during the implementation of the contract. **(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