Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 3, 2026
Quotation #: PS 026-07-054
ABC: ₱331,625.00

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
	Procurement of Food and Beverages for the Personnel Development Committee (PDC), Employee Competency Committee (ECC), and Human Resource Management Division (HRMD) Trainings *Inclusive of taxes, services, delivery, and other charges.* Delivery Address: Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City				
1	**Coaching for Results (Non-Legal)** Event Date: July 21, 2026; 8:00 AM–5:00 PM No. of Participants: 56 pax	56	pax		
2	**Coaching for Results (Legal)** Event Date: July 22, 2026; 8:00 AM–5:00 PM No. of Participants: 33 pax	33	pax		
3	**7 Habits of Highly Effective People: Foundations for Filipino Public Servants** Event Date: August 5-6, 2026; 8:00 AM–5:00 PM No. of Participants: 42 pax per day	84	pax		
4	**2026 OSG New Employee Orientation (NEO)** Event Date: **August 11, 2026; 8:00 AM–5:00 PM** AM Snacks: 93 pax Lunch: 97 pax PM Snacks: 94 pax Event Date: **August 12, 2026; 8:00 AM–5:00 PM** AM Snacks: 95 pax Lunch: 102 pax PM Snacks: 93 pax Event Date: **August 13, 2026; 8:00 AM–5:00 PM** AM Snacks: 90 pax Lunch: 96 pax PM Snacks: 92 pax **Minimum Inclusions** **AM Snacks** Serving Time: On or before 7:30 AM To be served in the area specified by the end user. Each set must contain the following: Sandwich with a side dish, or pasta with bread Beverage (flowing coffee, tea, or juice) **Lunch** Serving Time: On or before 11:50 AM To be served in the area specified by the end user. Each set must contain the following: At least one (1) beef-based viand At least one (1) chicken-based viand At least one (1) fish-based viand At least one (1) vegetable dish At least one (1) dessert (fruit and/or pastry) Rice Beverage	1	Lot		

	PM Snacks Serving Time: On or before 2:50 PM To be served in the area specified by the end user. Each set must contain the following: Sandwich with a side dish, or pasta with bread Beverage (flowing coffee, tea, or juice) **Food Quality Requirements** • No pork or blood-based ingredients. • Food must be scrumptious and fit for consumption. • Food must be freshly cooked/prepared in a clean, hygienic, and safe facility. • Generous serving portions. • Delivered at the specified time. • The supplier shall guarantee that, in the event of spoilage or poor-quality meals, replacement meals of equivalent value shall be provided immediately at no additional cost to the agency. **Other Requirements** • The supplier must provide tableware. • Dishes must be served on an aesthetically arranged buffet table with skirting. • The supplier must provide spill-proof food containers for any 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 attired servers with name tags must be present throughout the event. **NOTE (Food Evaluation):** **Buffet:** Supplier shall present a sample buffet setup for evaluation, with a minimum serving capacity of five (5) persons for taste testing and technical evaluation (particularly food quality) by the agency's authorized representatives. The sample sets must be identical to the proposed menu to be delivered in case of award. The stated quantity may vary based on the actual Purchase Order and delivery requirements. The supplier must provide options for rescheduling and/or modification of the event schedule in the event of agency announcements. **(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