Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 5, 2026
Quotation #: PS 026-08-064
ABC: ₱188,822.40

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	**Lease of Venue (with Catering Services) for the Conduct of the OSG Strategic Planning Workshop** *Inclusive of Taxes, Service Charges, and Other Applicable Charges* Event Date: August 13-14, 2026 Estimated No. of Participants: 22 pax **General Specifications** **VENUE REQUIREMENTS** **Facilities:** A conference room with internet/Wi-Fi connectivity that is available and accessible to all attendees, capable of accommodating at least twenty-two (22) participants, and equipped with the following: Three (3) microphones One (1) projector Accessible electrical outlets Three (3) tables with three (3) chairs each One (1) table with four (4) chairs One (1) Secretariat table with three (3) chairs **Accessibility/Location:** The venue must be accessible to the Office of the Solicitor General via land transportation. **Space Requirement:** The venue must accommodate at least twenty-two (22) participants. **Lighting, Ventilation, and Air-conditioning:** The venue must have adequate lighting, proper ventilation, and a fully functional air-conditioning system. **Water Supply:** The venue must have a continuous supply of water for handwashing and toilet use. **Health and Safety:** The venue must have clearly marked fire exits and readily accessible firefighting equipment. **Parking Space:** The venue shall provide at least three (3) reserved parking slots and sufficient parking space to accommodate a coaster. Alternatively, a nearby parking facility with readily available parking spaces capable of accommodating these vehicles shall be provided.	1	lot	PHP138,700.00	PHP138,700.00

	Emergency Response: The venue must be located near a police station and/or fire station. **General Condition:** The venue must be structurally sound, well-maintained, clean, and presentable. **Accommodation Requirements** Three (3) Single-Occupancy Rooms Five (5) Twin-Sharing Rooms Three (3) Triple-Sharing Rooms **Food Requirements** Day 1: AM Snack Lunch PM Snack Dinner Day 2: Breakfast AM Snack Lunch PM Snack **Other Requirements** Complimentary parking for all participants. ***Note:*** *The Service Provider must allow modifications, rescheduling, or cancellation of the booking in the event of announcements or directives issued by the National Government and/or the Office of the Solicitor General that affect the conduct of the activity.The supplier must allow ocular visit forthe inspection of the venue. The supplier shall provide brochures and/or photographs of the offered facilities and accommodation for the End-User's evaluation and approval* **(Price Vat-Included)**				

Delivery Period: _____
Warranty: _____
Price Validity: _____

KATHRINA FRANCESCA LOUISE C. ALCAYDE
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: **202101-239574-1294186843**
      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.

ANGELITO E. FRIAS/ 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