Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 12, 2026
Quotation #: PS 026-08-065
ABC: ₱44,800.00

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 and Beverages Relative to the Conduct of the Training on Gender-Fair Language, Harmonized Gender and Development (GAD) Guidelines, and Sex-Disaggregated Data** *Inclusive of taxes, services, delivery, and other charges.* Event Title: Gender-Fair Language, Harmonized Gender and Development (GAD) Guidelines, and Sex-Disaggregated Data Training Event Date: August 24–25, 2026 No. of 28 pax per day Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo Street Legaspi Village, Makati City **August 24, 2026 (Day 1)** A. AM Snacks Serving Time: On or before 7:30 AM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice B. Lunch Serving Time: On or before 11:30 AM Minimum Inclusions: At least one (1) chicken-based dish At least one (1) fish-based dish At least one (1) vegetable dish Steamed rice At least one (1) dessert (fresh fruit) Chilled juice or soft drinks C. PM Snacks Serving Time: On or before 2:30 PM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice or soft drinks **August 25, 2026 (Day 2)** A. AM Snacks Serving Time: On or before 7:30 AM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice B. Lunch Serving Time: On or before 11:30 AM Minimum Inclusions: At least one (1) chicken-based dish At least one (1) fish-based dish At least one (1) vegetable dish Steamed rice At least one (1) dessert (fresh fruit) Chilled juice or soft drinks	56	pax	800.00	44,800.00

	C. PM Snacks Serving Time: On or before 2:30 PM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice or soft drinks **Other Requirements** ◊ Free-flowing purified drinking water and coffee throughout the activity. ◊ The supplier shall provide plates, utensils, cutlery, drinking glasses, and table napkins/tissues. ◊ Meals shall be attractively presented and served on a properly skirting buffet table. ◊ The supplier shall provide additional plates, utensils, cutlery, drinking glasses, tables, and chairs, as necessary. ◊ All leftover food shall be properly coordinated with the end-user and turned over to the agency's authorized representative. **Food Quality Requirements** ◊ No pork or blood-based ingredients shall be used in any of the food items. ◊ Food shall be freshly prepared, hygienically processed, safely packed, spill-free, and delivered at the specified serving times. ◊ Food portions shall be generous and of good quality. ◊ Meals shall be prepared in a sanitary food preparation facility in accordance with applicable food safety standards. ◊ In the event that any food is found to be spoiled, contaminated, or of unacceptable quality, the supplier shall immediately replace the affected food items at no additional cost to the procuring entity. **Manpower Requirements** ◊ At least two (2) properly groomed and uniformed service personnel with visible name tags shall be present throughout the activity. ◊ The supplier shall submit a list of personnel and equipment to be brought into the venue prior to the scheduled delivery and setup. **NOTE:** ◊ The supplier shall allow modifications, rescheduling, or cancellation of the procurement in accordance with announcements or directives issued by the Office of the Solicitor General and/or the National Government. ◊ The supplier shall provide photographs of previous buffet setups and, upon request, at least one (1) sample meal set for taste testing and technical evaluation by the agency's authorized representative. The sample meal set shall be identical in quality, serving size, and presentation to the proposed menu to be delivered if awarded the contract. ◊ The final quantity may vary based on the approved Purchase Order. ◊ The supplier shall accommodate changes in the delivery address, if necessary, 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.

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