Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: September 21, 2026
Quotation #: PS 026-09-070
ABC: ₱448,000.00

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 and Beverages for the Conduct of the Mandatory Continuing Legal Education (MCLE) in the OSG for 2026** *Inclusive of taxes, services, delivery, and other charges.* Event Title: Mandatory Continuing Legal Education Office of the Solicitor General Hybrid Program Event Datea and: October 2, 8, 15, and 16, 2026 8:00 AM to 4:00 PM; October 9, 2026 8:00 AM to 5:15 PM No. of Participants: 112 sets per session x 5 days Delivery Address: Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City **MORNING SNACKS** Delivery Time: On or before 7:00 AM Serving Time: On or before 8:00 AM Minimum Inclusions: At least one (1) serving of pasta/noodles At least one (1) sandwich with side dish Chilled juice or iced tea **LUNCH** Delivery Time: On or before 10:00 AM Serving Time: On or before 11:30 AM Minimum Inclusions: At least one (1) beef or chicken-based dish At least one (1) fish-based dish At least one (1) vegetable dish Steamed rice At least one (1) dessert (fruit or pastry) Chilled juice or iced tea **AFTERNOON SNACKS** Delivery Time: On or before 1:00 PM Serving Time: On or before 2:30 PM Minimum Inclusions: At least one (1) serving of pasta or sandwich At least one (1) sandwich Chilled juice or iced tea **Other Requirements** ◊ Free-flowing purified drinking water and coffee/tea throughout the activity. ◊ Table and chair set-up: - Round tables for 112 persons - 112 complete table settings, including plates, glasses, cutlery, and bone-colored cloth napkins (layfold) ◊ Dishes shall be served in an aesthetically arranged buffet spread with table skirting. ◊ 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.	560	pax		

	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:** **Food Tasting Requirement** ◊ For **previous service providers** of the Office of the Solicitor General (OSG) with satisfactory performance, the food tasting requirement may be waived. In lieu thereof, the supplier may submit recent photographs of meals served and event set-ups from previous OSG engagements for the End-User's evaluation. ◊ For **new suppliers**, instead of requiring an actual buffet set-up, the supplier shall submit photographs of previous buffet set-ups and at least five (5) sets of packed meals for evaluation. ◊ The supplier shall provide options for rescheduling, modification, and/or cancellation of the event due to national or agency announcements. Furthermore, the supplier shall comply with any changes in the delivery venue or address upon the actual implementation of the contract, subject to the requirements of the Procuring Entity. Only suppliers who submit complete documentary requirements shall be eligible for evaluation and consideration for award. The supplier shall ensure that the food items delivered upon contract implementation are consistent with the approved menu and specifications submitted in its proposal. The stated quantity may vary based on the final Purchase Order (PO). **(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