Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 6, 2026
Quotation #: PS 026-10-078
ABC: ₱48,000.00

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 Men's Health Awareness Month Celebration** *Inclusive of taxes, services, delivery, and other charges.* Event Title: Men's Health Forum Event Datea: October 12, 2026 No. of Participants: 60 persons Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo Street Legaspi Village, Makati City **AM SNACKS** Delivery Time: On or before 7:15 AM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice or iced tea **LUNCH** Delivery Time: On or before 11:15 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) serving of fruit Chilled juice or soft drinks **AFTERNOON SNACKS** Delivery Time: On or before 2:15 PM Minimum Inclusions: At least one (1) serving of pasta At least one (1) sandwich Chilled juice or soft drinks **Other Requirements** ◊ Individually packed with utensils and tissues. ◊ No single-use plastics should be used, including straws (except disposable utensils), and recyclable food containers are preferred.	60	pax		

	Food Quality Requirements ◊ **No pork or blood-based ingredients** shall be used in any of the food items. ◊ Food must be delicious, served in generous portions, spill-free, freshly prepared, and not spoiled. Meals must be prepared in a proper, hygienic, and safe environment and delivered at the specified time. ◊ The supplier shall guarantee that, in the event of spoiled or poor-quality meals, the affected meals shall be immediately replaced at no additional cost. **NOTE:** ◊ The supplier must provide options for modification, rescheduling, and cancellation due to agency and national government announcements. ◊ The supplier should provide at least one (1) sample set for taste testing and technical evaluation, particularly with respect to quality, by the authorized representative of the agency. The sample set shall be identical to the proposed menu set upon delivery if awarded. The stated quantity may differ from the actual quantity upon delivery/issuance of the Purchase Order (PO). Furthermore, the supplier must conform to any changes in the delivery address during actual contract implementation. **(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