Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 7, 2026
Quotation #: PS 026-10-079
ABC: ₱142,600.00

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	**Lease of Venue with Catering Services for the Conduct of OSG Strategic Planning Workshop – Phase 2** *Inclusive of Taxes, Service Charges, and Other Applicable Charges* Event Date: October 12, 2026 Estimated No. of Participants: 46 pax ***General Specifications*** **VENUE REQUIREMENTS** **1. Facilities:** The venue shall be a conference room with internet/Wi-Fi connectivity that is available and accessible to all attendees and capable of accommodating the required number of participants, with the following inclusions: Three (3) microphones One (1) projector Accessible electrical outlets Classroom-style setup **2. Accessibility/Location:** The venue must be located within Makati City. **3. Space Requirement:** The venue must be capable of accommodating at least forty-six (46) persons. **4. Lighting, Ventilation, and Air-conditioning** The venue must have sufficient lighting, proper ventilation, and adequate air-conditioning. **5. Water Supply** The venue must have a steady supply of water for handwashing and toilet use. **6. Health and Safety** The venue must have clearly visible fire exits and adequate firefighting equipment. **7. Parking Space** The venue shall have at least three (3) reserved parking slots. Alternatively, a nearby parking facility with readily available parking spaces capable of a ccommodating these vehicles shall be provided. The venue shall also provide adequate space for the drop-off and pick-up of participants by a coaster or bus. **8. Emergency Response:** The venue must be located near a police station and/or fire station. **9. Other Requirements** The venue must be structurally sound, well-maintained, and attractive.	1	lot		

	FOOD REQUIREMENTS **1. AM Snack** Serving Time: On or before 7:30 AM Sandwich, pastries, or noodles; Beverage **2. Lunch** Serving Time: On or before 11.50 AM At least one (1) pork- or chicken-based viand At least one (1) fish-based viand At least one (1) vegetable dish At least one (1) dessert (fruit or pastry) Rice Beverage **3. PM Snack** Serving Time: On or before 2:50 AM Sandwich, pastries, or noodles; Beverage **OTHER REQUIREMENTS** • The Service Provider must provide an option for modification, rescheduling, and cancellation in accordance with announcements of the National Government and/or the OSG. • The supplier must allow an ocular visit for the inspection of the venue. • The supplier shall provide brochures and/or photographs of the offered facilities and services for the End-User's evaluation and approval. **(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 F. 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