Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 16, 2026
Quotation #: PS 026-10-082
ABC: ₱736,400.00

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 Hotel Accommodations and Provision of Transportation Services for Resource Persons/Guests** Event Title: "Law of the Sea Committee (LOSC) – Dispute Settlement Mechanisms in the Law of the Sea Training with the Max Planck Foundation (MPF) for International Peace and the Rule of Law" Accommodation Period: October 24 to November 11, 2026	1	lot		

A. General Specifications

1. Accommodation Requirements

The hotel must be able to accommodate eight (8) guests in accordance with the following room requirements and tentative check-in and check-out dates:

No.	Tentatative Check-in Date	Tentatative Check-out Date	No. of Nights	Room Type
1	October 24, 2026	November 11, 2026	18	Deluxe Room
2	October 24, 2026	November 11, 2026	18	Deluxe Room
3	October 31, 2026	November 11, 2026	11	One-Bedroom Suite
4	October 31, 2026	November 10, 2026	10	Deluxe Room
5	November 2, 2026	November 7, 2026	5	Deluxe Room
6	October 27, 2026	October 30, 2026	3	Deluxe Room
7	October 24, 2026	October 30, 2026	6	One-Bedroom Suite
8	November 4, 2026	November 6, 2026	2	Deluxe Room

The check-in and check-out dates and times indicated above are tentative and may be adjusted depending on the guests' actual flight schedules. The hotel must accommodate early check-in and/or late check-out, as necessary. Any additional charges incurred shall be billed separately or coordinated with the authorized representative of the agency, subject to the agency's approval.

2. Other Requirements

a. The hotel must have a five-star rating.
b. The hotel must be located within a five (5)-kilometer radius of the training venue at Convergys One, Ayala Avenue, Makati City.
c. The hotel must have available Deluxe Rooms and One-Bedroom Suites for single or double occupancy, as applicable, on the required dates corresponding to the arrival and departure schedules of the professors and lecturers from the Max Planck Foundation (MPF).
d. Complimentary breakfast must be provided for all billeted guests.
e. The hotel must not require a deposit for incidental charges, if any, upon check-in.
f. For operational efficiency and logistical convenience, all guests must be accommodated in one (1) hotel. The contract shall be awarded in accordance with the applicable procurement rules and the lowest calculated responsive bid.
g. Round-trip transportation between the hotel and the airport must be provided for the guests on their respective arrival and departure dates.

	3. Additional Conditions a. The service provider must comply with the send-bill arrangement with the agency. b. Failure to comply with the required specifications and conditions shall be dealt with in accordance with the applicable procurement rules and technical evaluation criteria. c. The service provider/bidder must submit brochures and sample photographs of the proposed hotel rooms and vehicles to be used for the technical evaluation by the end-user. **(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.

ANGELITO E. FRIAS / FATHIA K. KARIM / 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