



**REQUEST FOR QUOTATION**

Solicitation No. **RSU-64-18**

Quotation No. **18-10-126**

Date : **November 9, 2018**

Company Name: \_\_\_\_\_

Address : \_\_\_\_\_

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the General Conditions and Eligibility Requirements for the Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **November 13, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Venue Rental and Hotel Accommodation with Training Package Including Food (Repost)

**ABC:** PhP176,200.00

**QTY:** 1

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
lot	<p><b><u>Training Package including Food, Venue Rental and Hotel Accommodation</u></b> Particulars:</p> <p><b>* <i>During the 2 training days(Day 1 and 2)</i></b></p> <ul style="list-style-type: none"> <li>◦ Food for 75pax for two(2) days</li> <li>- includes breakfast, snacks in the morning and afternoon, lunch and dinner</li> <li>- menu for breakfast includes rice, 2 viands, fruit, coffee or choco drink</li> <li>- menu for lunch and dinner includes rice, 2 viands, 1 vegetable dish, soup, dessert and drinks</li> <li>- packed dinner for Day 2</li> <li>- unlimited coffee for 2 training days</li> <li>◦ Venue rental for two(2) days adequate for 75pax, also includes use of projector, projection screen and sound system</li> <li>◦ Accommodation of 68pax participants for 2 training days</li> </ul> <p><b>* <i>Before the training proper(Day 0)</i></b></p> <ul style="list-style-type: none"> <li>◦ Dinner for 23pax for participants and secretariat arriving earlier</li> <li>- dinner menu includes rice, 2 viands, 1 vegetable dish, soup, dessert and drinks</li> <li>◦ Accommodation for 16pax participants</li> </ul> <p><b>* <i>Accommodation for secretariat- 2 standard rooms for 2 nights(1 room for 3 female pax, 1 room for 4 male pax)</i></b></p>	1		
<b>TOTAL</b>		<b>QTY</b>	<b>1</b>	<b>ESTIMATED COST</b>

Yours,

  
**Mr. JOHN F. RUFON**  
 Vice Chairperson, BAC

Canvassed by:

**LARRY I. FIRMALO**  
 Procurement Officer



**BIDS & AWARDS COMMITTEE (BAC)  
ROMBLON STATE UNIVERSITY  
Odiongan, Romblon**

Sir/Madame:

**Delivery Period** : \_\_\_\_\_  
**Warranty** : \_\_\_\_\_  
**Price Validity** : \_\_\_\_\_

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

Tel. No. /Cellphone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Date: \_\_\_\_\_

### REQUEST FOR QUOTATION

**Terms & Conditions:**

1. All entries must be type/hand-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three months.
5. PhilGEPS registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

**CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS/SUPPLIERS:**

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note: Submitted documents must be properly authenticated.**