



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **23-01-002**
Quotation No. **23-01-001**
Date: **January 27, 2023**

Company Name: _____


Address: _____

Sir/Madam:

Please quote your lowest price on the item/s below, *subject to the General Conditions and Eligibility Requirements for the Bidders*, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **January 31, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Catering Services for the 25th Luzon-wide Convention 2023 (Repost)
ABC: PhP840,000.00 **Qty:** 300

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:


IRENE I. FADERA
Head, Procurement Management Office

BIDS & AWARDS COMMITTEE (BAC)
Romblon State University
Odiongan, Romblon

Sir/Madam:

Unit	Description	Qty	Unit Cost	Total Value
	Catering Services for the 25th LWC (4 Days, February 7-10, 2023)			
	<u>Day 1</u>			
	Breakfast (rice, pork giniling, boiled egg, hotdog and coffee/hot choco)			
	AM Snacks (siopao and juice)			
pax	Lunch (rice, lumpiang hubad, beef mechado, fried chicken, fruit salad and juice)	300		
	PM Snacks (spaghetti, chiffon cake and softdrinks)			
	Dinner (rice, pork sinigang, chicken shanghai, fried fish, caramel gulaman and juice)			



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<p><u>Day 2</u> Breakfast (rice, pancit miki, smoked longganisa, daing and coffee/hot choco) AM Snacks (burger and soft drinks) Lunch (rice, buttered vegetables, beef stew, crispy pork, buko pandan and juice) PM Snacks (carbornara, chicken ala king and softdrinks) Dinner (rice, pancit habhab with shrimps, pork pastel, chicken cordon bleu and juice)</p> <p><u>Day 3</u> Breakfast (rice, chicken gizzard adobo, pork ham, sunny side-up egg and coffee/hot choco) AM Snacks (ensaymada and juice) Lunch (rice, pork igado, chopsuey, beef caldereta, coffee jelly and juice) PM Snacks (palabok, carrot cake and softdrinks) Dinner (rice, sotanghon canton, pork steak, chicken tonkatsu, chocolate and juice)</p> <p><u>Day 4</u> Breakfast (rice, boiled egg, tocino, daing na bangus, coffee/hot choco) AM Snacks (mocha cake, chicken sandwich and softdrinks) Lunch (rice, pork adobo, pinakbet, fried fish and juice) PM Snacks (baked mac and softdrinks) Dinner (rice, fried chicken and juice)</p>			
Total Qty	300		

Total _____

Printed Name / Signature

Delivery Period : _____
Warranty : _____
Price Validity : _____

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

Tel. No. / Cellphone No.: _____

E-mail Address: _____

Date: _____

Terms & Conditions:

1. All entries must be type-written/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.



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4. Price validity shall be for a period of three (3) 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:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Professional License/Curriculum Vitae (Consulting Services), if applicable
4. PCAB License (Infrastructure), if applicable
5. Income/Business Tax Return (for ABCs above 500k)
6. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated

Printed Name / Signature