



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **23-07-239**
Quotation No. **23-08-035**
Date: **August 1, 2023**

Company Name: _____

Address: _____

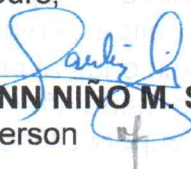
Sir/Madam:

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 **August 4, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Conference Hall, Room Accommodation, and Food Catering Service for the Conduct of Futures Thinking Capacity Development Program of Romblon State University

ABC: Php307,500.00 **Qty:** 9

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
day	Conference Hall - good for 60 participants - (see attached venue descriptions)	3		
day	Room Accommodation - good for 60 persons - (see attached room descriptions)	3		
day	Food Catering Service - good for 60 persons; no repetition of menu - Inclusion: Breakfast, Lunch, Dinner, and Snacks (morning and afternoon) - (see attached preferred menu)	3		
	Total Qty	9		

Total _____

Printed Name / Signature



PROCUREMENT MANAGEMENT OFFICE

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.
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. DTI Certificate of Business Registration
7. BIR Certificate of Registration
8. Omnibus Sworn Statement (for ABCs above 50k)

Note: Submitted documents must be properly authenticated

Printed Name / Signature

DESCRIPTION

Venue	
Conference Hall	<ul style="list-style-type: none"> - good for 60 participants - airconditioned - with Starlink internet connection - with projector screen and sound system
Room Accommodation	
Room	<ul style="list-style-type: none"> - with rooms good for 8, 4, and 3 persons - airconditioned - with toilet and bath
Food Catering Service	
Day 1	
Breakfast	Egg Vegetable Omelette Fried Boneless Danggit Pork Bologne Rice Coffe/Tea or Milo Fresh Fruits
Morning Snack	Rice Cake Cold C2 Lemon
Lunch	Chicken Afritada Pork Adobo with Pineapple Buttered Vegetable Fresh Fruits Rice
Afternoon Snack	Pancit Bihon Bottled Water
Dinner	Sinigang na Tuna Chicken 'n Orange Pakbet Fresh Fruits Rice
Day 2	
Breakfast	Sunny Side Up Fried Boneless Anchovies Pork Tocino Fresh Fruits Rice Coffee/Tea or Milo
Morning Snack	Ube Doughnut Cold Sprite Drinks
Lunch	Chicken Gentso Lechon Kawali Chopsuey Rice Fresh Fruits
Afternoon Snack	Cassava Cake Hot Chocolate
Dinner	Pork Steak with Broccoli Sinigang na Manok Vietnamese Fresh Rolls Rice Fresh Fruits
Day 3	
Breakfast	Vegetable Rolled Egg Fried Bangus Chicken Luncheon Meat Fresh Fruits

	Rice Coffee, Tea, or Milo
Morning Snack	Chicken Empanada Cold Royal Drinks
Lunch	Sweet and Sour Fish Chicken Caldereta Tofu and Chauote Stir Fry Fresh Fruits Rice
Afternoon Snack	Banana Oats Muffins Hot Coffee Mocha
Dinner	Sinigang na Baka Fried Boneless Bangus Ampalaya in Oyster Sauce Fresh Fruits Rice