



Republic of the Philippines  
**CITY OF ROXAS**  
 City Hall, Roxas City 5800  
 (036) 620-5220



**BIDS AND AWARDS COMMITTEE OFFICE**

Date: AUG 16 2024  
 Quotation No. QN- 0519

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than AUG 20 2024 08:00 a.m.

  
**LORIE BELLE O. USISON**  
 BAC Chairperson 4

**REMINDERS:**

1. Delivery period within 30 calendar days
2. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity
3. Price validity shall be a period of 30 calendar days
4. G-EPS registration certificate shall be attached upon submission of the quotation
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Please submit / attach updated certificate of supplier's registration or eligibility documents and additional requirements on sale of health-related goods and services.
7. All prices are inclusive of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to City Government of Roxas.
8. In case of discrepancy over the amounts in words and in figures, the amount in words will prevail.
9. The end-user shall have the right to inspect and/or to test the goods if it's in accordance with the technical specifications.
10. In case of delay in the delivery, the supplier shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working holidays (i.e. Saturday and Sunday), legal holidays or special non-working holidays.
11. Other terms and conditions shall be applied in accordance with the IRR of RA 9184.

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications are mandatory. Failure to comply with any requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. Supplier can propose in one or two lots. However, the supplier shall quote for all items in the specified lot, including sub-sections, otherwise, the quotation shall be automatically disqualified.

Received by:

\_\_\_\_\_  
 Signature over Printed Name

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

Title & ABC: Procurement of Food, Venue and Accommodation for Optimizing Administrative and Financial Operations for SDO Roxas City Public Schools with an ABC of Two Hundred Fifty Thousand Pesos (PHP 250,000.00)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY	UNIT PRICE	TOTAL PRICE
	<b>I. Venue</b> <ul style="list-style-type: none"> <li>• The Venue is outside of Roxas City, Capiz</li> </ul>					
	<b>II. Function Hall / Room with Meeting Facilities:</b> <ul style="list-style-type: none"> <li>• Air-conditioned function hall/room with meeting facilities to accommodate 60 pax participants, observing proper social distancing protocols</li> <li>• Provision of fully functional audio / sound system</li> <li>• Free access to a guarantee unlimited, strong, and uninterrupted internet / Wi-Fi connection.</li> <li>• Provision of projectors and projector screens</li> <li>• Provision of microphones, preferably wireless</li> <li>• Provision of Audio Jacks and extension cords</li> <li>• Provision of tables and chairs which can be arranged differently</li> </ul>					
	<b>III. Hotel / Lodging / Room Accommodation</b> <ul style="list-style-type: none"> <li>• Fully air-conditioned room accommodation (for participants)</li> <li>• Fully furnished with TV and Refrigerator, and private vault (optional)</li> <li>• Free access to other hotel / lodging amenities (swimming pool, entertainment facilities, ect.)</li> <li>• Free access to wifi/internet connection</li> <li>• Maximum of 3 persons per room with individual beds (no foam and no double dec)</li> <li>• No sharing of beds</li> <li>• Toiletries must be replenished per day</li> <li>• Beddings must be replaced every other day</li> <li>• Rooms and comfort rooms must be cleaned and sanitized/disinfected everyday</li> </ul>					
	<b>IV. Meals and Catering Services</b> <p><b>Breakfast</b></p> <ul style="list-style-type: none"> <li>• To serve in an open buffet</li> </ul> <p><b>AM and PM Snacks Options</b></p> <p><i>To serve either:</i></p> <ul style="list-style-type: none"> <li>• Baked Goodies (Bread, Cookies, etc); or</li> <li>• Sandwiches; or</li> <li>• Burgers; or</li> <li>• Pastas; or</li> <li>• Soup</li> <li>• Local / Native Delicacies / Kakanin; or</li> <li>• Noodles; or</li> <li>• With Beverages</li> </ul> <p><b>Lunch Options</b></p> <p><i>To serve in buffet set up with:</i></p> <ul style="list-style-type: none"> <li>• Soup; and</li> <li>• Two (2) Main Dishes/Courses (either Pork, Chicken, Beef, Seafood</li> <li>• One (1) Vegetable (Dish/Course)</li> <li>• Steamed Rice, Unlimited (optional)</li> <li>• Dessert, either Fresh Fruits, Sweet Salads, Cakes, Baked Goodies, etc.</li> <li>• Beverages</li> </ul>					

	<b>Options for Beverages</b>					
	<ul style="list-style-type: none"> <li>• Fresh Fruit Juices/Blend; or</li> <li>• Soda (to be served once a day only); or</li> <li>• Iced Tea</li> <li>• No Serving of Beverages in Tetra packs</li> <li>• Free Flowing Coffee</li> </ul>					
	<b>DAY 1 – SDO Personnel / Non-Teaching</b>					
	AM Snacks		Pax	53		
	Lunch		Pax	53		
	PM Snacks		Pax	53		
	Dinner		Pax	53		
	Room Accommodation		Pax	53		
	<b>DAY 1 – 5 Execom &amp; 1 Speaker, 2 Drivers</b>					
	AM Snacks		Pax	8		
	Lunch		Pax	6		
	PM Snacks		Pax	6		
	Dinner		Pax	6		
	<b>DAY 2 – SDO Personnel / Non-Teaching</b>					
	Breakfast		Pax	53		
	AM Snacks		Pax	53		
	Lunch		Pax	53		
	PM Snacks		Pax	53		
	Dinner		Pax	53		
	Room Accommodation		Pax	53		
	<b>DAY 3 – SDO Personnel / Non-Teaching</b>					
	Breakfast		Pax	53		
	AM Snacks		Pax	53		
	Lunch		Pax	53		
	PM Snacks		Pax	53		
						<b>Grand Total</b>
Amount in words:						

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

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Printed Name/ Signature

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Name of Establishment/Dealer

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Tel. No. / Cellphone No./ E-mail address

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Address