



Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SANTA FE
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THE BIDS AND AWARDS COMMITTEE

**INVITATION FOR NEGOTIATED PROCUREMENT – LEASE OF VENUE
FOR THE CAPABILITY BUILDING OF LGU OFFICIALS AND EMPLOYEES**

September 18, 2024

Boracay Island, Malay, Aklan

Sir/Madam,

The Municipal Government of Santa Fe, Romblon intends to apply the sum of **Five Hundred Forty-Nine Thousand Five Hundred Pesos (P 549,500.00)** being the Approved Budget for the Contract (ABC) to payment for the **Lease of Venue for the Capability Building of LGU Officials and Employees** at Boracay Island, Malay, Aklan on October 8-11, 2024.

The Municipal Government of Santa Fe, Romblon now calls for interested Lessors to submit price quotations for the Lease of Venue on or before September 23, 2024 with the project description listed below:

Quantity	Unit	Item/Description
70	Pax	<ul style="list-style-type: none">- Four (4) days and three (3) nights room accommodation based on quadruple sharing- Meals (Assisted Buffet)<ul style="list-style-type: none">➤ Three (3) breakfast➤ Three (3) lunch➤ Three (3) dinner- Free use of swimming pool- Wi-Fi Access- Two times venue usage for eight (8) hours per day with tables & chairs set-up, PA system, LCD Projector, free flowing coffee and free water drinking station

The schedules of activities are listed below:

Activities	Schedule
Posting and Availability of Request for Quotations	September 18, 2024 to September 25, 2024
Deadline for Submission of Quotations	September 25, 2024/1:30 P.M.
Opening and Reading of Price Quotations	September 25, 2024/1:30 P.M.

Opening and reading of quotations shall be on **September 25, 2024, 1:30 in the afternoon** at the **Municipal Hall, Poblacion, Santa Fe, Romblon**.

Interested suppliers may submit their quotations on or before **September 25, 2024, 1:30 in the afternoon** at the Office of the Bids and Awards Committee together with the following eligibility documents:

1. PhilGEPS Certificate of Registration or PhilGEPS Registration Number
2. DTI or CDA Certificate of Registration or SEC Registration Certificate
3. Mayor's/Business Permit 2024
4. Certificate of Registration issued by the BIR
5. Latest Income Tax Return and Latest Business Tax Return
6. Notarized Omnibus Sworn Statement

The Municipal Government of Santa Fe, Romblon reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

ENGR. REYNALD T. SOLANOY
Municipal Assessor/LGU-BAC Chairperson
Municipality of Santa Fe
Province of Romblon
Telephone No. **0917-154-2647**
Email Address: **stafebac2023@gmail.com**


REYNALD T. SOLANOY
BAC Chairperson

Received by:

Signature over printed name

Date: _____

Name of the Procuring Entity:
MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON

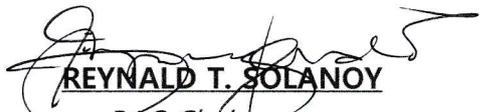
Standard Form Numb SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: **Request for Quotation**

Project Reference Number:
Name of the Project: **Lease of Venue for
the Capability Building of LGU Officials
and Employees**
Location of the Project: **Santa Fe, Romblon**

REQUEST FOR QUOTATION

RFQ No. 2024-0096
Date: September 18, 2024

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **September 25, 2024 at 1:30 in the afternoon** at the Office of the Bids and Awards Committee, Municipal Hall - Poblacion, Santa Fe, Romblon. The Approved Budget for the Contract (ABC) is **FIVE HUNDRED FORTY NINE THOUSAND FIVE HUNDRED PESOS ONLY (P549,500.00)**.


REYNALD T. SOLANOY
BAC Chairperson

ITEM NO.	UNIT OF ISSUE	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	pax	- Four (4) days and three (3) nights room accommodation based on quadruple sharing	70		
		- Meals (Assisted Buffet)			
		➤ Three (3) breakfast			
		➤ Three (3) lunch			
		➤ Three (3) dinner			
		- Free use of swimming pool			
		- Wi-Fi Access			
		- Two times venue usage for eight (8) hours per day with tables & chairs set-up, PA system, LCD Projector, free flowing coffee and free water drinking station			

Total Amount in Figures: P _____
Total Amount in Words: _____

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

Printed Name / Signature

Address

Date