



ROMBLON STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
Telephone: (042) 567-5952
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BID BULLETIN

Clarification No. 1

Solicitation No.: RSU-2024-02-010

- TO** : All Prospective Bidders
- SUBJECT** : Change/Modification of Checklist of the Technical and Financial Documents, and Specifications in all attached/associated documents in the Philippine Bidding Documents (PBDs), Technical Specifications, and Price Schedule, and in the Itinerary
- DATE** : 19 March 2024

This Bid Bulletin is issued to inform all prospective bidders of the change/modification of the checklist of the technical and financial documents, and specifications in all attached/associated documents in the PBDs, Technical Specifications, and Price Schedule, and in the Itinerary. Please take notice of these changes.

**Educational Touring Services for the College of Business and Accountancy
(Hospitality Management Department) of Romblon State University (Repost)
(ABC: PhP1,755,000.00)**

RE: Checklist of Technical and Financial Documents

FROM	TO
<p align="center">TECHNICAL COMPONENT ENVELOPE Class "A" Documents</p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p>(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and</p> <p>(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and</p> <p>(e) Conformity with the Technical</p>	<p align="center">TECHNICAL COMPONENT ENVELOPE Class "A" Documents</p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p>(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and</p> <p>(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and</p>



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Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **and**

(g) DOT Certification as Travel Agency and Tours Operator; **and**

(h) Certification from LTFRB for the validity of the franchise of the proposed operator; **and**

(i) Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness.

Financial Documents

- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE

(l) Original of duly signed and accomplished Financial Bid Form; **and**

(m) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

(n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



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FROM

RE: Technical Specifications

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p>Educational Awareness Tour- All in Package (Boracay)</p> <p>Inclusions:</p> <ol style="list-style-type: none"> DOT Licensed air-conditioned 49-seater tourist bus - Caticlan-Kalibo-Caticlan; preferably three (3) tourist bus; DOT-accredited tourist drivers/ transport services and licensed tour guides; Round Trip Ferry fare (tourist accommodation) from Odiongan to Caticlan- Odiongan and Boat fare from Caticlan to Cagban- Caticlan (with terminal tickets and other transport expense); 117 students with 5 Free of Charge Faculty chaperone; Hotel Accommodation (4 or 5 star-hotel) in Caticlan shall have: <ul style="list-style-type: none"> -Quadruple sharing -Air-Conditioned rooms, complete with set of beddings, towels separate rooms for male and female students, 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals -Will provide toiletries (soap, shampoo, toothbrush, toothpaste, toothbrush, towels, alcohol and tissue); Will provide first aid kit or PPE for companies requiring it and on site first aider during the water activity; Accompanied by a nurse on 1 week tour; Securing Permits, Certificate of Participation, follow-ups and confirmation of place visits will be provided. In case the place are not available, then similar places will be proposed subject to the approval of the end user and pursuant to pertinent CHED issuances; Comprehensive insurance coverage of not less than fifty thousand pesos (PhP50,000.00) per participant; Full board meal preferably buffet set-up (4 courses, dessert, drinks) Set of Menu shall be upon approval of the end user. AM and PM snacks; Set of Menu shall be upon approval of the end user; Free souvenir polo shirt for students and accompanying faculty & nurse; the polo shirt must be cotton, the color of polo shirt is green; the lay out design shall be provided by the end user; 	117	



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	<ol style="list-style-type: none"> 12. Streamers will be provided. Design and dimension are subject to the approval of the end user; 13. A gift token will be provided for the visited company, subject to the approval of the end user; 14. Must visit heritage site, a cathedral and eco-park in Kalibo; 15. Inclusion of 4 hour-seminar on the topic of Hotel Operations with Hotel Familiarization; 16. The speaker shall be 4 or 5 star General Manager <ul style="list-style-type: none"> - With at least 5 years of experience in Hotel Operations focusing on customer service and hotel professionals - With TESDA NCs related to tourism qualification; 17. For Hotel Familiarization: the students must see different types of rooms in the hotel and see different facilities in the hotel; 18. Inclusion of 4 hour-Seminar on the topic of Art of Mixology: Basic Bartending and Flair tending <ul style="list-style-type: none"> - The speaker must have an NC in Bartending - He/ She shall have an industry experience of at least five years - The session must have showmanship; 19. Inclusion of at least three (3) water activities (DOT accredited); list of activity shall be forwarded to end user for the selection of water activities (banana boat, island hopping, sunset cruising, stand up paddle, UFO ride, helmet diving, snorkeling, fly fish, crystal kayak, mermaid swimming) or three (3) land activities (yoga, art painting, ATV tour, buggy car adventure); 20. Entrance fees on each site to be visited; 21. With Photos and Video Documentation; and 22. Provision in case of occurrence of Typhoon and other fortuitous events <ul style="list-style-type: none"> • If a typhoon and other fortuitous events occur before the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour. • If a typhoon and other fortuitous events occur anytime during educational tours, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to <ul style="list-style-type: none"> ○ Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance; ○ Device alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to 	
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	<p>museums, indoor educational centers, or workshops;</p> <ul style="list-style-type: none"> ○ Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour; ○ If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely; ○ Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and ○ Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour. <ul style="list-style-type: none"> ● If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to: <ul style="list-style-type: none"> ○ Provide free meals and refreshments for the duration of their stay; and ○ Provide access to medical assistance or emergency services if needed. 		
TOTAL		117	

RE: Itinerary

DAY 1 (SUNDAY)	8:00 AM	DEPARTURE @ ODIONGAN PORT
	12 NOON	PICK-UP @ CATICLAN PORT LUNCH @ CATICLAN
	1:00 PM	PROCEED TO KALIBO
	2:00 PM	VISIT CATHEDRAL (Near downtown. Must stand as the oldest edifice of worship, and retain some of the lines characteristic of the post-war)
	3:00 PM	VISIT MUSEUM (Museum must cater traditions, culture and history)
	4:00 PM	VISIT ECO PARK (Most popular tourist attraction)
	5:00 PM	PROCEED TO CATICLAN PORT
	6:00 PM	PICK UP @ CAGBAN PORT
	7:00 PM	CHECK-IN @ HOTEL



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8:00 PM DINNER @ RESTAURANT

DAY 2 (MONDAY)

7:00 AM BREAKFAST @ HOTEL

8:00 AM SEMINAR:
 TOPIC: HOTEL OPERATION WITH HOTEL FAMILIARIZATION

12:00 NOON LUNCH @ HOTEL

1:00 PM SEMINAR:
 TOPIC: ART OF MIXOLOGY: BASIC BARTENDING AND FLAIRTENDING

6:00 PM DINNER @ BUFFET RESTAURANT

DAY 3 (TUESDAY)

7:00 AM BREAKFAST @ HOTEL

8:00 AM WATER/LAND ACTIVITIES EXPERIENCE

12:00 NOON LUNCH

1:00 PM WATER/LAND ACTIVITIES EXPERIENCE CONTINUATION

6:00 PM DINNER

8:00 PM TEAM BUILDING

DAY 4 (WEDNESDAY)

7:00 AM BREAKFAST @ HOTEL

8:00 AM - 10:00 AM FREE TIME

10:00 AM CHECK OUT @ HOTEL

12:00 NOON LUNCH

1:00 PM PROCEED TO CAGBAN PORT

5:00 PM ARRIVAL @ ODIONGAN PORT



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TO

RE: Technical Specifications

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p>4-Day Educational Tour Package (Caticlan-Boracay Tour)</p> <p>1. PARTICIPANTS</p> <ul style="list-style-type: none"> a. 117 students b. Accompanied by 5 faculty and 1 school nurse <p>2. TRANSPORTATION</p> <ul style="list-style-type: none"> a. Round-trip- ferry fare (tourist accommodation) from Odiongan to Caticlan, vice-versa; b. Boat fare from Caticlan-Cagban-Caticlan; inclusion with terminal tickets and other transport expense c. Three (3) DOT-accredited air-conditioned and well-sanitized 49-pax passenger capacity tourist bus for Caticlan Tour; d. DOT-accredited tourist drivers and one (1) DOT accredited tour guide per bus. <p>Note:</p> <ul style="list-style-type: none"> - Provision of enough umbrellas for the whole group. - Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement as soon as possible - Touring agency must ensure the safety of all passengers all the time <p>3. ACCOMMODATION</p> <ul style="list-style-type: none"> a. 4 or 5 star-hotel; b. A quadruple room or better accommodation in Boracay shall have; c. Air-conditioned rooms with a set of beddings, towels, and toiletries; d. Separate rooms for male and female students and provide beds as per standard requirements; e. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals, and TV. <p>4. TOUR ACTIVITIES</p> <ul style="list-style-type: none"> a. Three water activities (banana boat, island hopping, helmet diving, sunset cruising, stand up paddle, UFO ride, snorkeling, fly fish, crystal kayak, mermaid swimming) or three land activities (yoga, art painting, ATV tour and buggy car adventure); b. Must visit Historical Landmark, Museum, and Eco-Park; c. 4-hour seminar on topic "Hotel Operations with Hotel Familiarization"; 	117	



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- d. The speaker shall be 4 or 5 star general manager/ hotel supervisor with at least five years of experience in Hotel Operations focusing on customer service and hotel professional and with TESDA NCs related to tourism qualification.
- e. 4-hour seminar on topic "Art of Mixology: Basic Bartending and Flairtending"
- f. The speaker must have a NC in Bartending. He/She shall have an industry experience of at least five years and the session must have showmanship.

5. TRAVEL SAFETY

- a. Will provide safety kits or equipment PPEs for companies requiring it and on site first aider during water activities
- b. First aid kit for the whole group on board for each tour vehicles throughout the trip with essential medicines/over-the-counter medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- c. Assist in case of health emergency through the provision of a list of emergency contact numbers.

6. TOUR COORDINATION

- a. Securing Permits/Letter of Request and Acknowledgment from LGUs, in compliance with CMO 63 s.2017, Certificate of Participation/Attendance, follow-ups, and confirmation of company visits will be provided, including orientation about industry practices.
- b. In case the companies are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances.

7. TRAVEL INSURANCE

Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.

8. MEALS AND BEVERAGES

Full board meal preferably buffet set-up (4 courses, dessert, drinks); AM and PM snacks.

Note:

- Must be willing to accommodate food restrictions.
- The finalized meal set/menu will be prepared by the end-user subject to the approval of the Health Services Unit.

9. GIVEAWAYS

- a. Souvenir polo shirt for each participant and accompanying faculty and nurse subject to end-user approval.
- b. A gift/token will be provided for the visited company, subject to the approval of the end-user.



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10. TOUR SIGNAGES, BANNER, AND DOCUMENTATION

- a. Streamers will be provided. Design and dimension are subject to the approval of the end-user.
- b. Photo and video documentation

ITINERARY

- Interactive/ experiential tours and activities for the whole group (*please see the attached itinerary*)
- Provision in case of occurrence of Typhoon and other fortuitous events:
 - If a typhoon and other fortuitous events occur **before** the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour.
 - If a typhoon and other fortuitous events occur **anytime during educational tours**, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to:
 - Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance;
 - Devise alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops;
 - Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour;
 - If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;
 - Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and
 - Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour.
 - If students and faculty are stranded due to a typhoon and other fortuitous event on their way



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	<p>back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to:</p> <ul style="list-style-type: none"> o Provide free full meals and refreshments for the duration of their stay; and o Provide access to medical assistance or emergency services if needed. <p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change based on recommendations of the end-user. - The final itinerary should be approved by the end-user and must adhere to existing health and safety protocols. - No single use plastic in any of the activities involved. 		
TOTAL			117

RE: Itinerary

(Sunday)	8:00 AM	Departure from Odiongan Port
Day 1	12:00 NN	Arrival at Caticlan Pick-Up @ Caticlan Port Lunch @ Caticlan
	1:00 PM	Visit: Historical Landmark (Nabas Wind Farm)
	3:00 PM	Visit: Museum (Motag Living Museum)
	5:00 PM	Visit: Eco-Park in Argao
	6:00 PM	Proceed to Caticlan Port
	7:00 PM	Pick Up @ Cagban Port
	7:30 PM	Check-in @ Hotel
	8:00 PM	Dinner @ Restaurant
Day 2 (Monday)	7:00 AM	Breakfast @ Hotel
	8:00 AM	Seminar : Topic: Hotel Operation with Hotel familiarization
	12:00 NN	Lunch @ Hotel
	1:00 PM	Seminar: Topic: Art of Mixology: Basic Bartending and Flairtending
		Proceed to Accommodation
	6:00 PM	Dinner @ Buffet Restaurant
Day 3 (Tuesday)	7:00 AM	Breakfast @ Hotel
	8:00 AM	TEAM BUILDING
	12:00 NN	Lunch
	1:00 PM	Water/ Land activities experience
	7:00 PM	Dinner
Day 4 (Wednesday)	7:00 AM	Breakfast @ Hotel
	8:00 AM	Free Time
	10:00 AM	Check Out @ Hotel
	12:00 NN	Lunch
	1:00 PM	Proceed to Cagban Port
	5:00 PM	Arrival at Odiongan Port

END TOUR

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Menu for 4-Day Educational Tour Package

Day 1 (Sunday)

LUNCH

Buffet

PM SNACK

- Sandwich
- Any Choice Of:
 - Tuna
 - Chicken
 - Hamburger
- Drinks
- Any Choice Of:
 - Soda (Coke, Sprite, Royal)
 - Iced Tea

DINNER

Buffet

Day 2 (Monday)

BREAKFAST

Buffet

AM SNACK

- Any Choice Of Pasta
 - Carbonara W/ Toasted Bread
 - Spaghetti W/ Toasted Bread
- Drinks
- Any Choice Of Juice
 - Cucumber Juice
 - Orange Juice

LUNCH

Buffet

PM SNACK

- Any Choice Of Noodles
 - Pancit (Chicken/ Pork) W/ Slice Of Toasted Bread
 - Palabok Slice Of Toasted Bread
- Any Choice Of Juice
 - Cucumber Juice
 - Orange Juice
 - Iced Tea

DINNER

Buffet

Day 3 (Tuesday)

BREAKFAST

Buffet

AM SNACK

- Pizza
- Any Choice Of Flavor
 - Hawaiian
 - Pepperoni
 - Cheese
 - Vegetable
 - Tuna
- Drink
- Any Choice Of
 - Soda (Coke, Sprite, Royal)
- Iced Tea



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LUNCH

Buffet

PM SNACK

Any Choice Of

- Halo-Halo
- Mais Con Yelo

DINNER

Buffet

Day 4 (Wednesday)

BREAKFAST

Buffet

LUNCH

- Rice
- Any Choice Of
 - Chicken
 - Pork
 - Beef
- With Vegetable
- Drinks

PM SNACK

• Sandwich

Any Choice Of:

- Tuna
- Chicken
- Hamburger
- Drinks

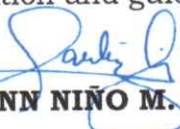
Any Choice Of:

- Soda (Coke, Sprite, Royal)
- Iced Tea

**** 4 courses, dessert and drinks set of menu for Buffet**

Please be advised that this bid bulletin is issued to amend the checklist of technical and financial documents, specifications in all attached/associated documents and the itinerary as well. This shall be an integral part of the Bid Documents.

For information and guidance of all concerned.


ATTY. GLENN NIÑO M. SARTILLO
 BAC Chairperson 