



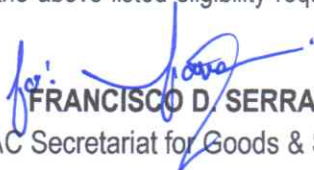
Solicitation GDS-AMP-25-264

REQUEST FOR QUOTATIONS

Project Title:	Provision of Catering Services for the 56 <sup>th</sup> Charter Day of Bicol University 2025		
ABC:	Php391,250.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	One Lot
Implementing Office/ End-user/s:	VPAA/MA. JULIETA B. BORRES	Delivery Period/s:	June 21, 2025
Required Document/s:	<div><div><input checked="" type="checkbox"/> Mayor's Permit</div><div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div><div><input type="checkbox"/> Income/Business Tax Return</div><div><input checked="" type="checkbox"/> Omnibus Sworn Statement</div></div> <div><div><input checked="" type="checkbox"/> Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated)</div><div><input checked="" type="checkbox"/> If Representative, Please attach SPA (Special Power of Attorney) or Authorization Letter from the owner</div></div>		
Price Validity: 45 calendar days			

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions provided at the last portion, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than JUN 16 2025 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

  
FRANCISCO D. SERRANO  
UBAC Secretariat for Goods & Services

After having carefully read and accepted the Terms, Conditions and Description/Specification, I/We comply and submit our quotation/s for the item/s as follows:

Item	Qty/ UOM	Description	Compliance to Specification		Offer	Unit Price	Total
			YES	NO			
1	1- Lot	<p><i>To provide catering services for the 56<sup>th</sup> Charter Day of Bicol University (2025)</i></p> <p>June 21, 2025 (8:00AM – 12:NN)</p> <p><u>AM Snacks @ BU Arcilla Bldg., (Ground Floor)</u></p> <p>250 pax – GASS Personnel 100 pax– BU Officials &amp; Guests 50 pax – BU Marching Band &amp; Majorettes 25 pax – NSTP/ROTC</p> <ul style="list-style-type: none"><li>2pcs of Sliced Chicken Cordon Bleu</li><li>Creamy Tuna Carbonara</li><li>Garlic Bread</li><li>Bottled Water (350mL)</li></ul> <p><i>Manner of serving: packed in a paper meal box with provided utensils and tissue</i></p> <p><i>Serving: 200g/per serving, there should be a round table for the distribution of foods.</i></p> <p><i>The table should have a table cloth with skirting and decoration.</i></p>					



## BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City

Mobile No. 09171874046

Telefax: (052) 830-4310

university-bac@bicol-u.edu.ph

### Lunch @ BU Arcilla Building

**250 pax – GASS Personnel/Choir (BU Arcilla Bldg., Ground Floor)**

**50 pax – BU Marching Band & Majorettes (BU Arcilla Bldg., Ground Floor)**

**25 pax – NSTP/ROTC (BU Arcilla Bldg., Ground Floor)**

- Steamed Rice
- Fish Fillet (not cream dory) in lemon butter sauce
- Chicken Afritada with potatoes, carrots and green peas
- 1pc slice of Embutido
- Vegetable Kare-Kare (Kalabasa, Sitaw, Pechay, Talong) with Bagoong
- Assorted softdrink in can

*Manner of serving: packed in a bento box, with provided utensils and tissue*

*Serving: 200g/per serving, there should be a provided table for the distribution of foods.*

*The table should have a table cloth, with skirting and decorations.*

*With free-flowing water.*

### **Grazing Table (To be served at the same time with Lunch)**

#### Table 1 – Fruits

- Slices of watermelon
- Slices of pineapple
- Slices of orange
- Slices of apple
- Slices of mango
- Grapes
- Slices of cucumber
- Other fruits in season

#### Table 2 – Sweets and Other Treats

- Cupcakes (different flavors)
- Brownies
- Mini donuts (different flavors)
- Choco sticks
- Strawberry sticks
- Pretzels
- Chocolate Crinkles
- Cookies
- Crackers (Assorted)
- Nuts & Cashews
- Chocolate Fountain

#### Table 3- Street foods & Cured meats

- Fish ball
- Kikiam
- Mini Lumpia Shanghai
- Pork Siomai
- Squid ball
- Kwek-kwek
- Hotdog balls
- Dynamite
- Slices of assorted ham with sauce dips
- Salami
- Cheese sticks
- French fries
- Natchos with sauce
- Slices of cheese
- Fresh lumpia with sauce and grated peanuts



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
Mobile No. 09171874046  
Telefax: (052) 830-4310  
university-bac@bicol-u.edu.ph

	<p>Table 4- Kakanin, Breads &amp; Pastries</p> <ul style="list-style-type: none"><li>• Cheese Puto</li><li>• Kutsinta</li><li>• Pitchi-pitchi</li><li>• Maja</li><li>• Biko</li><li>• Slices of Cassava</li><li>• Mini Burger buns</li><li>• Fruit pie</li><li>• Waffle with butter and maple syrup</li><li>• Macaroons</li><li>• Mini Ensaymada's</li><li>• Cheese Bread</li><li>• Garlic Bread</li><li>• Banana cake</li><li>• Mini clubhouse sandwiches</li></ul> <p>Other requirements:</p> <ul style="list-style-type: none"><li>- 1 table for each grazing table, (4 tables in total) with table cloth and skirting as well as the decoration</li><li>- Wooden boards, set-up, and styling, cutleries needed for the grazing tables</li><li>- With serving spoon or mini kitchen tongs for foods</li><li>- With provided toothpicks for picking up the food</li><li>- With provided mini paper plates (good for</li></ul> <p><b>Lunch - 100 pax – BU Officials &amp; Guests (BU GASS Conference, 2<sup>nd</sup> Floor)</b></p> <ul style="list-style-type: none"><li>• Steamed Rice</li><li>• Fish Fillet (not cream dory) in lemon butter sauce</li><li>• Chicken Afritada with potatoes, carrots and green peas</li><li>• 1pc slice of Embutido</li><li>• Vegetable Kare-Kare (Kalabasa, Sitaw, Pechay, Talong) with Bagoong</li><li>• Assorted softdrink in can</li></ul> <p>Manner of serving: Assisted Buffet (blue plate, with provided utensils and tissue)</p> <p>Serving: 200g/per serving, there should be a provided table for the distribution of foods.</p> <p>(1 long table for Lunch foods ) - The table should have a table cloth, with skirting and decorations.</p> <p>With free-flowing water.</p> <p><b>Separate Grazing Table (To be served at the same time with Lunch)</b></p> <p>Long table (Grazing table)</p> <ul style="list-style-type: none"><li>• Slices of watermelon</li><li>• Slices of pineapple</li><li>• Slices of orange</li><li>• Slices of apple</li><li>• Slices of mango</li><li>• Grapes</li><li>• Slices of cucumber</li><li>• Other fruits in season</li><li>• Cupcakes (different flavors)</li><li>• Brownies</li><li>• Mini donuts (different flavors)</li><li>• Choco sticks</li><li>• Strawberry sticks</li><li>• Pretzels</li><li>• Chocolate Crinkles</li><li>• Cookies</li><li>• Crackers (Assorted)</li><li>• Nuts &amp; Cashews</li><li>• Chocolate Fountain</li></ul>					
--	---	--	--	--	--	--





**BIDS AND AWARDS COMMITTEE**  
2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
Mobile No. 09171874046  
**Telefax: (052) 830-4310**  
university-bac@bicol-u.edu.ph

		<p>Other requirements:</p> <ul style="list-style-type: none"><li>- 1 long grazing table for the fruits, sweets and other treats with table cloth and skirting as well as the decoration</li><li>- Wooden boards, set-up, and styling, cutleries needed for the grazing tables</li><li>- With serving spoon or mini kitchen tongs for foods</li><li>- With provided toothpicks for picking up the food</li><li>- With provided mini paper plates (good for 100pax)</li></ul> <p>Delivery June 21, 2025 AM Snacks-8:00 AM Lunch and Prepared Grazing Table – 10:00 AM (Theme for the Table Decorations- Rustin Bohemian Theme <b>Note:</b> The Place of Delivery is subject to change. The End-User will coordinate with the Supplier about this matter.</p>					
		<b>TOTAL BID PRICE:</b>					

Printed Name / Signature / T.I.N.#  
Contact numbers/e-mail address



**BIDS AND AWARDS COMMITTEE**  
2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
Mobile No. 09171874046  
Telefax: (052) 830-4310  
university-bac@bicol-u.edu.ph

## TERMS & CONDITIONS

1. All entries must be typewritten or in BLOCK LETTERS;
2. Bidders shall provide correct and accurate information required in this form.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty UOM	Description	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
				<b>TOTAL BID PRICE:</b>				
<i>1. Check if compliant with the specifications or not;</i> <i>2. State the Brand/Model offered and /or alternate offer if checked "NO" in the compliance;</i> <i>3. State the Unit Price in accordance with the UOM;</i> <i>4. State the TOTAL Bid Price for all Items with Bid</i>								

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, and quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Cash on Delivery (C.O.D.) as payment term is not allowed per agency Accounting Policy.
8. Payment Term and/or Delivery Term indicated shall be understood to be in adherence with the standard Government Terms and/or conditions stipulated in these forms;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. Proposal/Quotation forms issued by the designated canvasser or those acquired electronically, either downloaded from the BU website or the PhilGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotation forms through e-mail shall be allowed, specifically for suppliers outside the Province of Albay, provided that the originally signed forms shall be transmitted to BAC Secretariat through courier; non-receipt of which shall automatically disqualify the bids;
12. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
13. Proposals and documents shall be submitted on the following address:  
**The BAC Chairperson**  
2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
(052) 742-5922
14. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
15. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.
16. In case of two bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, The Bicol University shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
17. Payment shall be made after delivery and upon the submission of the required supporting documents i.e Order Slip and/or Billing statement, by the supplier, contractor or consultant.
18. The item/s shall be delivered according to the accepted offer of the bidder.
19. Item/s deliver shall be inspected on the scheduled date and time of the Bicol University. The delivery of the item/s shall be acknowledge upon the delivery to confirm the compliance with the technical specification.
20. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Bicol University may terminate the contract one the cumulative amt. of liquidated reaches ten percent (10%) of the amt. of the contract, w/out prejudice to other to other courses of action and remedies open to it.
21. The Procuring Entity may cancel or terminate the Contract at any time on accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.



## Office of the Vice President for Academic Affairs

