



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

Solicitation GDS-AMP-25-263

REQUEST FOR QUOTATIONS

Project Title:	Provision of Catering Services for BAC Goods and Services and Infrastructure Regular Meetings for the Month of July to September, 2025		
ABC:	Php250,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	One Lot
Implementing Office/ End-user/s:	BAC/ FRANCISCO D. SERRANO	Delivery Period/s:	July 1,3,8,10,15,17,22,24,29,31 Aug.5,7,12,14,19,26,28 Sept.2,4,9,11,16,18,23,25,30, 2025
Required Document/s:	<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><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>		
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 17 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	July 1, 2025 (25pax) Morning Snack @ 8:30 AM <ul style="list-style-type: none">Beef LasagnaChicken Fingers (3pcs)Juice in can Lunch @ 11:00 AM <ul style="list-style-type: none">Steamed RiceMushroom SoupFried ChickenButtered Mix VegetablesWater MelonBottled Water 350ml					



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July 3, 2025 (25pax)

Morning Snack @ 8:30 AM

- Pansit Canton Guisado
- Cheese Pandesal (2pcs)
- Juice in Can

Lunch @ 11:00 AM

- Steamed Rice
- Crab Soup
- Pork Steak
- Banana
- Sweet and Sour Fish Fillet
- Bottled Water 350ml

July 8, 2025 (25pax)

Morning Snack @ 8:30 AM

- Beef Spaghetti
- Lumpia Shanghai (3pcs)
- Juice in Can

Lunch @ 11:00 AM

- Steamed Rice
- Corn Soup
- Beef Kare Kare
- Grilled Fish
- Pineapple
- Bottled Water 350ml

July 10, 2025 (25pax)

Morning Snack @ 8:30 AM

- Beef Lasagna
- Garlic Toasted Bread
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Crab Soup
- Chicken Inasal
- Buttered Vegetables
- Pineapple
- Bottled Water 350 ml

July 15, 2025 (25pax)

Morning Snack @ 8:30 AM

- Clubhouse Sandwich (3layer)
- Potato Chips with Mayo Dip
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Mushroom Soup
- Porkchop
- Chopsuey
- Banana
- Bottled Water 350 ml



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	<p>July 17, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Toasted Garlic Bread• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Pork Sisig• Fish Fillet• Banana• Bottled Water 350ml <p>July 22, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Pansit Canton Guisado• Toasted Siopao (2pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Buffalo Chicken• Sweet and Sour Fish Fillet• Banana• Bottled Water 350ml <p>July 24, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Cheesy Baked Mac• Chicken Fingers• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Bicol Express• Fried Chicken• Banana• Bottled Water 350ml <p>July 29, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Chicken Fingers (3pcs)• Juice in can <p>Lunch @11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Fried Chicken• Buttered Mix Vegetables• Water Melon• Bottled Water 350ml					



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	<p>July 31, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Spaghetti• Garlic Toasted Bread (2pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Crab Soup• Pork Steak• Banana• Sweet and Sour Fish Fillet• Bottled Water 350ml <p>August 5, 2025 (25pax) Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Chicken Fingers (3pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Fried Chicken• Buttered Mix Vegetables• Water Melon• Bottled Water 350ml <p>August 7, 2025 (25pax) Morning Snack@ 8:30AM</p> <ul style="list-style-type: none">• Pansit Canton Guisado• Cheese Pandesal (2pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Crab Soup• Pork Steak• Banana• Sweet and Sour Fish Fillet• Bottled Water 350ml <p>August 12, 2025 (25pax) Morning Snack @8:30 AM</p> <ul style="list-style-type: none">• Beef Spaghetti• Lumpia Shanghai (3pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Beef Kare Kare• Grilled Fish• Pineapple• Bottled Water 350ml					
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	<p>August 14, 2025 (25 pax)</p> <p>Morning Snack @ 8:30AM</p> <ul style="list-style-type: none">• Beef Lasagna• Garlic Toasted Bread• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Crab Soup• Chicken Inasal• Buttered Vegetable• Pineapple• Bottled Water 350ml <p>August 19, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Clubhouse Sandwich (3layer)• Potato Chips with Mayo Dip• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Porkchop• Chopsuey• Banana• Bottled Water 350ml <p>August 26, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Toasted Garlic Bread• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Pork Sisig• Fish Fillet• Banana• Bottled Water 350ml <p>August 28, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Pansit Canton Guisado• Toasted Siopao (2pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Buffalo Chicken• Sweet and Sour Fish Fillet• Banana• Bottled Water 350ml					
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	<p>September 2, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Cheesy Baked Mac• Chicken Fingers• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Bicol Express• Fried Chicken• Banana• Bottled Water 350 ml <p>September 4, 2025 (25pax)</p> <p>Morning Snack @ 8:30AM</p> <ul style="list-style-type: none">• Beef Lasagna• Chicken Fingers (3pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Fried Chicken• Buttered Mix Vegetables• Water Melon• Bottled Water 350ml <p>September 9, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Spaghetti• Garlic Toasted Bread (2pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Crab Soup• Pork Steak• Banana• Sweet and Sour Fish Fillet• Bottled Water 350ml <p>September 11, 2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Chicken Fingers (3pcs)• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Mushroom Soup• Fried Chicken• Buttered Mix Vegetables• Water Melon• Bottled Water 350ml					
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September 16, 2025 (25pax)

Morning Snack @ 8:30 AM

- Pansit Canton Guisado
- Cheese Pandesal (2pcs)
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Crab Soup
- Pork Steak
- Banana
- Sweet and Sour Fish Fillet
- Bottled Water 350ml

September 18, 2025 (25pax)

Morning Snack @ 8:30 AM

- Beef Spaghetti
- Lumpia Shanghai (3pcs)
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Corn Soup
- Beef Kare Kare
- Grilled Fish
- Pineapple
- Bottled Water 350ml

September 23, 2025 (25pax)

Morning Snack @ 8:30 AM

- Beef Lasagna
- Garlic Toasted Bread
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Crab Soup
- Chicken Inasal
- Buttered Vegetables
- Pineapple
- Bottled Water 350ml

September 25, 2025 (25pax)

Morning Snack @ 8:30 AM

- Clubhouse Sandwich (3layer)
- Potato Chips with Mayo Dip
- Juice in can

Lunch @ 11:00 AM

- Steamed Rice
- Mushroom Soup
- Porkchop
- Chopsuey
- Banana
- Bottled Water 350ml



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	<p>September 30,2025 (25pax)</p> <p>Morning Snack @ 8:30 AM</p> <ul style="list-style-type: none">• Beef Lasagna• Toasted Garlic Bread• Juice in can <p>Lunch @ 11:00 AM</p> <ul style="list-style-type: none">• Steamed Rice• Corn Soup• Pork Sisig• Fish Fillet• Banana• Bottled Water 350ml <p>Assisted Buffet Serving</p> <p>At least 200g/serving</p> <p>With Free-flowing Coffee every meeting</p> <p>Manner of Serving: Blue Plate or Served in a paper Meal Box (The End –User will Coordinate with the Supplier if what is the preferred manner of serving)</p> <p>Note:</p> <p>The Date and Time of the BAC Meeting/s are tentative, and may subject to change.</p> <p>The End-User will coordinate with the Supplier if there will be changes in the schedule.</p>					
		TOTAL BID PRICE:				

Printed Name / Signature / T.I.N.#

Contact numbers/e-mail address



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			
				TOTAL BID PRICE:				
<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

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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.