



REQUEST FOR QUOTATIONS

Solicitation # 435-446-24-AMP

| | | | |
|----------------------------------|--|--|-----------------------|
| Project Title: | Provision of Catering Services-Snacks for BAC Goods and Services and Infrastructure Regular Meeting/s for the Month of September 2024 | | |
| ABC: | PhP52,500.00 | 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/CAROL P. BARRUN | Delivery Period/s: | September 2024 |
| Required Document/s: | <input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number | <input type="checkbox"/> Income/Business Tax Return <input checked="" type="checkbox"/> Omnibus Sworn Statement | |

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 **SEP 20 2024**, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

CAROL P. BARRUN

UBAC Secretariat for Goods & Services

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

| Item | Qty/ UOM | Description | ABC | Compliance to Specifications | | Unit Price | Total | Remarks |
|------|-------------|---|-----------|------------------------------|----|------------|-------|---------|
| | | | | YES | NO | | | |
| 1 | 1-Lot | Provision of Catering Services-Snacks for BAC Goods and Service and Infrastructure Regular Meeting/s for the Month of SEPTEMBER 2024 September 2, 2024 (25 pax) @ 8:30 A.M. Morning Snack <ul style="list-style-type: none"> • Creamy Bacon Carbonara • 2pcs Chicken Fingers • Juice in Can September 3, 2024 (10pax) @ 8:30 A.M. Morning Snack <ul style="list-style-type: none"> • Chicken Pesto Pasta • 2pcs Garlic Bread • Iced Tea September 5, 2024 (25 pax) @ 8:30 A.M. Morning Snack <ul style="list-style-type: none"> • Sotanghon Guisado • Cheesy Lumpia • Softdrink in can | 52,500.00 | | | | | |



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

September 12, 2024 (25 pax) @ 8:30 A.M.

Morning Snack

- Baked Mac
- Tuna Sandwich
- Softdrink in can

September 16, 2024 (30 pax) 8:30 A.M.

Morning Snack

- Spaghetti
- Fried Chicken
- Softdrink in can

September 17, 2024 (25 pax) 8:30 A.M.

Morning Snack

- Creamy Garlic & Bacon Carbonara
- 4pcs Kalabasa Fritters
- Juice in can

September 20, 2024 (10 pax) @ 8:30 A.M.

Morning Snack

- Ham and Egg Sandwich
- Fries
- Juice in can

September 23, 2024 (10 pax) @8:30 A.M.

Morning Snack

- Spaghetti
- Chicken Cordon Bleu
- Softdrink in can

September 24, 2024 (25 pax) @ 8:30 A.M.

Morning Snack

- Palabok
- Empanada
- Softdrink in can

September 27, 2024 (15 pax) @ 8:30 A.M.

Morning Snack

- Cheesy Hotdog sandwich with lettuce
- Potato mojos
- Juice in can

September 30, 2024 (10 pax) @8:30 A.M.

Morning Snack

- Cheeseburger
- Fries
- Juice in can



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| | | | | | | | |
|----------------------|--|-------------------------|--|--|--|--|--|
| | <p>Assisted buffet serving At least 200g/serving With free-flowing water every meeting With brewed 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: The date and time of the BAC Meeting/s are tentative, and may subject to change. The end-user will coordinate with the supplier if there will be changes in the schedule.</p> | | | | | | |
| Delivery Compliance: | | TOTAL BID PRICE: | | | | | |
| Payment Term: | | Price Validity | | | | | |

 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 Specifications | | Remarks | U/Price |
|----------------------|-------------|-------------|-------------------------|------------------------------|----|---------|---------|
| | | | | YES | NO | | |
| 1 | | | | | | | |
| Delivery Compliance: | | | TOTAL BID PRICE: | | | | |
| Payment Term: | | | Price Validity | | | | |

1. Check if compliant with the specifications or not;
 2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
 3. State the unit price in accordance with the UOM;
 4. State the TOTAL bid price for all items with bid.

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. Bids with no 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. The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (*Documentary Requirement for Alternative Methods of Procurement*) of the 2016 IRR of R.A. 9184;
14. 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

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.