



Republic of the Philippines
BICOL UNIVERSITY
Cluster IV – CIT, CENG, IDEA
Legazpi City



REQUEST FOR QUOTATION

Date: **October 10, 2025**

The **Bicol University-Institute of Design and Architecture**, through the Cluster IV-Bids and Awards Committee (BAC), intends to procure **Packed Meals** through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act no. 12009.

Project Identification No:	IDEA-2025-039
Project Name:	Provision of Packed Meals for the IDEA Athletes during the BU Olympics 2025
ABC/Fund Source:	₱211,600.00/ F-05
Contract Period:	October 20-24, 2025

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (CIT, CENG, IDEA) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN of October 16, 2025**, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested supplier shall submit the following documents with the duly signed quotations on or before the above specified deadline of submission:

- a. Mayor's/Business Permit**
- b. Proof of PhilGEPS Registration**

For any clarification, you may contact the BAC Secretariat at (+63) 9690474492 or send email to bu-cluster4bac@bicol-u.edu.ph.

ENGR. ROLANDO M. DACILLO
Chairperson, Bids and Awards Committee

Received by:
Date:

INSTRUCTIONS, TERMS & CONDITIONS

NOTE: Failure to follow these instructions will disqualify your entire quotation.

- (1) Bidders shall provide correct and accurate information required in this form. No altering of the contents of the Price Quotation form in any way shall be allowed. 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. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension;
- (2) The bidder must state compliance of the technical specifications in the designated portion of the quotation forms; failure to comply shall render the quotation disqualified;
- (3) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; quotations exceeding the Approved Budget for the Contract shall be automatically rejected;
- (5) Cash on Delivery (C.O.D) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (6) Quotations may be submitted through electronic mail at bu-cluster4bac@bicol-u.edu.ph;
- (7) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered;
- (8) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Cluster IV BAC shall adopt and employ "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (9) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (10) The item/s shall be delivered according to the accepted offer of the bidder;
- (11) Item/s delivered shall be inspected on the scheduled date and time of the Cluster IV Supply Office or on the specified date and time for delivery sites outside of the agency premises. The delivery of the item/s shall be acknowledged upon the delivery to confirm he compliance with the technical specifications;
- (12) 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; **TAX CLEARANCE** and additional documents may be required by the Accounting Unit;
- (13) 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. Bicol University may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to open to it;
- (14) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. no. 12009 and its Implementing Rules and Regulations (IRR);
- (15) Implementation of the project shall be in accordance with the provisions of the Implementing Rules and Regulations of R.A. 12009 (New Government Procurement Act);
- (16) The RFQ; Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

ANNEX A
PRICE QUOTATION FORM

Project Identification No:	IDEA-2025-039
Project Name:	Provision of Packed Meals for the IDEA Athletes during the BU Olympics 2025
ABC/Fund Source:	₱211,600 / F-164
Contract Period:	October 20-24, 2025
M.O.P. / Evaluation	SVP (Sec. 34) / By lot

ENGR. ROLANDO M. DACILLO
Chairperson, Bids and Awards Committee
BU Cluster IV (CIT, CENG, IDEA)
Legazpi City

THRU: The BAC Secretariat

Dear Sir:

After having carefully read, accepted and complied the Instructions, Terms and Conditions of this RFQ, I/we submit our quotation/s for the item/s as follows:

TECHNICAL OFFER

Item	QTY/ UOM	Lot	TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/ Services																		
				YES	NO																			
1	1	Lot	<p>Provision of Packed Meals (<i>foods, materials, delivery</i>) on October 20-24, 2025, detailed as follows:</p> <p>MENU</p> <table><tr><td>Day 1</td><td>310-pax PM SNACKS (2:00PM) – Cheese burger</td></tr><tr><td rowspan="3">Day 2</td><td>382-pax AM SNACKS (8:00AM) – Bihon and egg sandwich</td></tr><tr><td>382-pax LUNCH (11:00AM) – Chopsuey, fried chicken, steamed rice, banana</td></tr><tr><td>382-pax PM SNACKS (2:00PM) – Pancit bato, 2-pcs malunggay cheese pandesal</td></tr><tr><td rowspan="3">Day 3</td><td>382-pax AM SNACKS (8:00AM) – Spaghetti, toasted bread</td></tr><tr><td>382-pax LUNCH (11:00AM) – Ampalaya con carne and pork steak, steamed rice, banana</td></tr><tr><td>382-pax AM SNACKS (3:00PM) – Tuna cheese sandwich with kamote fries</td></tr><tr><td rowspan="3">Day 4</td><td>382-pax AM SNACKS (8:00AM) – Sotanghon with steamed siopao</td></tr><tr><td>382-pax LUNCH (11:00AM) – Chicken menudo, steamed rice, banana, sweetened probiotic milk</td></tr><tr><td>382-pax PM SNACKS (2:00PM) – 2pc-Turon</td></tr><tr><td rowspan="3">Day 5</td><td>382-pax AM SNACKS (8:00AM) – Pancit-bihon guisado, toasted bread</td></tr><tr><td>382-pax LUNCH (11:00AM) – Grilled liempo with atchara, steamed rice, banana</td></tr><tr><td>382-pax PM SNACKS (2:00PM) – 2-pc Empanada (1 pork, 1 buko)</td></tr></table>	Day 1	310-pax PM SNACKS (2:00PM) – Cheese burger	Day 2	382-pax AM SNACKS (8:00AM) – Bihon and egg sandwich	382-pax LUNCH (11:00AM) – Chopsuey, fried chicken, steamed rice, banana	382-pax PM SNACKS (2:00PM) – Pancit bato, 2-pcs malunggay cheese pandesal	Day 3	382-pax AM SNACKS (8:00AM) – Spaghetti, toasted bread	382-pax LUNCH (11:00AM) – Ampalaya con carne and pork steak, steamed rice, banana	382-pax AM SNACKS (3:00PM) – Tuna cheese sandwich with kamote fries	Day 4	382-pax AM SNACKS (8:00AM) – Sotanghon with steamed siopao	382-pax LUNCH (11:00AM) – Chicken menudo, steamed rice, banana, sweetened probiotic milk	382-pax PM SNACKS (2:00PM) – 2pc-Turon	Day 5	382-pax AM SNACKS (8:00AM) – Pancit-bihon guisado, toasted bread	382-pax LUNCH (11:00AM) – Grilled liempo with atchara, steamed rice, banana	382-pax PM SNACKS (2:00PM) – 2-pc Empanada (1 pork, 1 buko)			
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		<p>Service Delivery Conditions:</p> <ol style="list-style-type: none"> 1. Manner of serving: <u>PACKED MEALS with disposable cutlery and table napkin to be delivered at BU IDEA Director's Office, BU East Campus, Legazpi City</u> 2. <u>All meals must be served with 500ml- bottled water</u> 3. <u>Time of serving, as indicated above, should be properly followed;</u> 4. <u>No use of Styrofoam / plastic ware; provide trash bags for the empty containers;</u> 5. <u>Service crew to help dole out food;</u> 6. <u>Snacks and sandwiches; Cakes/pasta should be at least 200 grams/serving; Viand should be at least 150 grams/serving; Rice – 1 cup regular size;</u> 7. <u>Foods shall be ready for inspection at least 15mins. prior to serving time.</u> 		
Delivery Compliance:			Price Validity:	

NOTE: Deviation in the requirements, such as the menu, shall be indicated in the designated portion of this form.

FINANCIAL OFFER

Item	QTY/UOM		Item	Unit Price	Total
1	1	Lot	Packed Meals for the BU Olympics 2025 Day 1 (PM Snacks) – 310 pax Day 2 (2 snacks; 1 lunch) – 382 pax Day 3 (2 snacks; 1 lunch) – 382 pax Day 4 (2 snacks; 1 lunch) – 382 pax Day 5 (2 snacks; 1 lunch) – 382 pax		

NOTE: Please quote your **best offer** for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Printed Name / Signature

Position/Designation

Full Company Name:	
Address:	
Telephone No/s	
e-mail Address	