



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



REQUEST FOR QUOTATION

Date: **October 30, 2025**

The **Bicol University-College of Engineering**, through the Cluster IV-Bids and Awards Committee (BAC), intends to procure **Events Management Services** through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Project Identification No:	CENG-2025-067
Project Name:	Provision of Events Management Services for the BUCENG Technofair 2025 on November 10-14, 2025
ABC/Fund Source:	₱265,000.00 / F-05
Contract Period:	November 10-14, 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 November 5, 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:

- Mayor's/Business Permit**
- 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.

(Original Signed)

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 the 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 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 & 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:	CENG-2025-067
Project Name:	<i>Provision of Events Management Services for the BUCENG Technofair 2025 on November 10-14, 2025</i>
ABC/Fund Source:	<i>P265,000.00 / F-05</i>
Contract Period:	<i>5 days</i>
M.O.P./Evaluation	<i>SVP (Sec. 34) / By lot</i>



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		TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/ Services
				YES	NO	
1	1	lot	Provision of Events Management Services on November 10-14, 2025, inclusive of the following: 1. RENTAL OF AUDIO-VISUAL EQUIPMENT - Professional-grade audio setup (main speakers, monitors, microphones, mixer, and amplifiers) - High-quality 16:9 LED wall for live visuals, presentations, and dynamic backdrops - Balanced lighting system ensuring clear stage visibility and elegant ambiance - Spotlights and ambient effects to enhance program highlights and transitions - Technical operators and sound engineers on-site for full operation and cue management - Stable power source and backup to ensure uninterrupted performance - Neat cable management and safety compliance for stage and audience areas 2. PROVISION OF MEALS			

Day	AM Snack 9:30AM	Lunch 12:00NN	PM Snack 2:30PM
1	<u>50-pax</u> Chicken/tuna sandwich, snack bars, bottled water	<u>150-pax</u> Chicken fillet, rice, buttered veggies, dessert, bottled water	<u>50-pax</u> Baked macaroni, tetra pack juice, bottled water
2	<u>40-pax</u> Pastry (ensaymada/muffin), bottled water	<u>50-pax</u> Pork adobo with rice and vegetables	<u>40-pax</u> Sandwich or light pasta + juice pack or water
3	<u>15-pax</u> Pastry (ensaymada/muffin), bottled water	<u>50-pax</u> Chicken teriyaki with rice and coleslaw	<u>15-pax</u> Sandwich or light pasta + juice pack or water
4	<u>15-pax</u> Pastry (ensaymada/muffin) + bottled water	<u>50-pax</u> Fish fillet with tartar sauce and rice, Dessert and bottled water	<u>15-pax</u> Sandwich or light pasta + juice pack or water
5	<u>40-pax</u> Chicken/tuna sandwich, snack bars, bottled water	<u>80-pax</u> Chicken fillet, rice, buttered veggies, dessert, bottled water	<u>40-pax</u> Baked macaroni, tetra pack juice, bottled water

Meal delivery conditions:

- **INDIVIDUALLY PACKED MEALS** with disposable cutlery and table napkin; provide trash bag for the empty containers;
- No use of Styrofoam / plastic ware;
- 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;
- Foods shall be ready for inspection at least 15mins. prior to serving time;
- Manner of distribution shall be coordinated with the end-user unit.

3. PRINTING OF BANNER AND OTHER IEC MATERIALS

- 4-pcs 11 ft X 8 ft Tarpaulin
- 1-pc 12 x 20 ft Tarpaulin
- 30-pcs 6x3ft Tarpaulin

			4. PROVISION OF TOKENS FOR SPEAKERS ▪ 20-sets token and memorabilia packages, inclusive of: ➤ Bamboo Tumbler ➤ Notebook ➤ Small Clock ➤ Technofair 2025 designed Pen ➤ Local delicacies (Pili, Cacao & others) ➤ Packaging Box ▪ 6-pcs Plaque, acrylic, 4" x 6", 4mm body, 6mm base			
Delivery Compliance:				Price Validity:		

NOTE: Deviation in the requirement shall be indicated in the designated portion of this form.

FINANCIAL OFFER

Item	QTY/UOM		Item	Unit Price	Total
1	1	Lot	Provision of Events Management Services on November 10-14, 2025		

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	