



Solicitation GDS-AMP-25-501

REQUEST FOR QUOTATIONS

Project Title:	Provision of Events Management for the conduct of National Book Week Celebration		
ABC:	Php300,000.00	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:	ULS/GLENDA AURORA S. JULIANDA	Delivery Period/s:	November 17-21, 2025
Required Document/s:	☒ Mayor's Permit ☒ PhilGEPS Registration Number ☐ Income/Business Tax Return ☒ Omnibus Sworn Statement ☒ Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated) ☒ If Representative, Please attach SPA (Special Power of Attorney)		
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 NOV 07 2025 9AM 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	Provision for Events Management for the Conduct of the National Book Week Celebration *** Please see attached specifications of the Events Management Services***					
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

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.

Title: **Provision for Events Management for the Conduct of the National Book Week Celebration**
 ABC: **Php 300,000.00**

TERMS OF REFERENCE

ACTIVITY	PARTICULAR
Venue Preparation/ Decoration <i>(To be delivered at least 1 day before the opening program)</i>	<u>Exterior Decorations</u> - 1pc Tarpaulin Size: 6x10 ft (landscape) Design: coordinate with end-user - 1pc Tarpaulin (Schedule of Event) Size: 6x10 ft (landscape) Design: coordinate with end-user - 30 pcs. Banderitas (Assorted Colors) Size: 10 meters/pc <u>Interior Decorations</u> - 1 Balloon Arches (Yellow and Blue, similar to the BULS Logo) - 2 Balloon Towers (Yellow and Blue, similar to the BULS Logo) <u>Stage Decoration</u> - 6 Balloon Towers (Yellow and Blue, similar to the BULS Logo) - 1pc Tarpaulin (Stage Backdrop) Size: 6x10 ft (landscape) Design: coordinate with end-user - 1 pc Sunshade Net (parking lot area) Size: 20m x 10m
Book Character Parade November 17, 2025 (8:00 AM)	Refreshments (380pax) -Menu: Chicken Sandwich and Bottled Iced Tea -Manner of Serving: Packed - 1 pc Tarpaulin (Banner to be carried for the parade) Size: 4x6 ft (landscape) Design: coordinate with end-user
Opening Program November 17, 2025 (9:00 AM)	Lights and Sounds -Basic lights and sounds, with operator -Service for 1 whole day (including coverage for afternoon activities) Plated Snack (70 pax) -Menu: Sotanghon, Ibos, Hot Cocoa Chocolate Drink - 360 Glam Videobooth (rented only for 4 hours, 8:00AM-12:00NN) <i>*With provision for one (1) hot and cold-water dispenser and free-flowing brewed coffee, creamer, and sugar at the 1st floor lobby from day 1 to 5 of the event.</i>

Launching of E-Human Library November 17, 2025 (1:00PM-5:00PM)	-4 pcs Tarpaulins (2x5ft) (portrait for the standee) Design: to follow Librarians' jacket (16pcs) -Coordinate design and sizes with end-user Food (100pax) -Menu: Spaghetti, garlic bread, Fried Chicken, Cucumber Lemonade, Drinking water -Assisted Buffet, with at least 1 server -With complete utensils; includes food station <u>Special Token for Human Books</u> -10 pcs Customized Tote Bag Cream colored Polyfine material Size: 11"W x 13"H Design: to follow -10 pcs Shawl scarf Khaki colored Wool fabric Size: 22" x 70"
Beyond the Pages: A Storytelling & Reading Adventure November 18, 2025 (9:00-10:00 AM)	Snack (75pax) -Menu: Jollibee Yum Burger, bottled iced tea -Manner of Serving: Packed
Live Quiz Bee: Book Wizards November 18, 2025 (2:00-3:00 PM)	Snack (85pax) -Menu: Miki-Bihon, tuna sandwich, bottled iced tea -Manner of Serving: Packed
ZumBooks: Get up and move! November 18, 2025 (3:30PM-4:30PM)	Hot Meal (100pax) -Menu: 1 Extra Large Kaldero of Arroz Caldo, Bottled Water -includes 100 pcs disposable styro-cups and spoon
Fire Safety Seminar, Basic First Aid, & Fire Drill November 19, 2025 (8:00AM-5:00PM)	AM Snack (50pax) -Menu: Pansit Guisado, toasted siopao, Juice -Manner of serving: Assisted Lunch (50pax) -Menu: Rice, Pork Steak, Fried Fish, Chopsuey, Sliced Watermelon/Fruit in Season, Cucumber Lemonade Juice -Assisted buffet, with at least 2 servers PM Snack (50pax) -Menu: Bihon, Turon/ Sinapot, Juice -Manner of serving: Assisted <i>*With provision for free-flowing brewed coffee, creamer, and sugar for the duration of the event</i>

Mobile Legend Tournament November 18-19, 2025 (9:00AM-5:00PM)	Day 1 (November 18, 2025) -AM Snack (10pax) -Menu: Pansit, Toasted Sliced Bread, Bottled juice -Manner of Serving: Packed -PM Snack (10pax) -Menu: Toasted Siopao and Bottled Soda -Manner of Serving: Packed Day 2 (November 19, 2025) -AM Snack (10pax) -Menu: Bihon, Sliced Bread, Bottled Juice -Manner of Serving: Packed -PM Snack (10pax) -Menu: Tuna Sandwich, Bottled Juice -Manner of Serving: Packed
Empowering Library Professionals: Mainstreaming Gender Responsiveness in Library Services and Facilities November 20, 2025 (9:00AM-4:00PM)	AM Snack (50pax) -Menu: Pansit Guisado, Steamed Siopao, Juice -Manner of serving: Assisted Lunch (50pax) -Menu: Rice, Fried Chicken, Fish Steak, Mixed Veggies, Banana, Blue lemonade -Assisted buffet, with at least 2 servers PM Snack (50pax) -Menu: Baked Lasagna, Garlic Bread, Juice -Manner of serving: Assisted <i>*With provision of free-flowing brewed coffee, creamer, and sugar for the duration of the event</i>
Culminating Activity Awarding Ceremonies Boodle fight November 21, 2025 (8:00AM-12:00NN)	Boodle Fight for 100pax -Rice, Fried Tilapia, Adobong Manok, Bikol Express, Salted Egg, Laing, Fruits in Season (Sliced Pineapple and Watermelon) -Complete table set-up -Plastic gloves for 100 pax -Water dispenser with paper cups

Mini Game Prizes <i>(To be delivered at least 1 day before the opening program)</i>	-30 packs Ballpoint Pen Retractable (3pcs each pack) Color: Assorted -30 pcs. Sticky Notes Index 70x70mm 20 Sheets Color: Assorted -30 pcs. Correction Tape Cute Animals 5mmx6m (color may vary) Color: Assorted -10 pcs. highlighters Mini Popsicle Pastel 4's Color: Assorted -10 pcs. highlighters Mini Fruits Assorted 5s Color: Assorted -10 pcs. Highlighters Mini Unicorn Pastel 4's Color: Assorted -10 packs Assorted candies -10 packs Assorted Chocolates -10 packs Assorted biscuits
TOTAL	Php 300,000.00

Additional Notes:

1. Venue Preparation/ Decoration: Includes installation of exterior, interior, and stage decorations