



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



REQUEST FOR QUOTATIONS

Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 6-8, 2025

The Bicol University- College of Engineering through the Corporate Budget for the contract approved by the Board of Regents (F-05) intends to apply the sum **Three Hundred Fifty-nine Thousand Two Hundred Fifty & 00/100 Pesos (P359,250.00)** being the Approved Budget for the Contract to payments for the **Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 6-8, 2025**.

The Bicol University-College of Engineering now requests submission of quotations from bonafide suppliers for the above Procurement Project. Delivery of the Goods is required **on August 6-8, 2025**. The documents required for submission with the quotations are listed in the canvass forms.

Procurement will be conducted through **Small Value Procurement (Section 34)** as prescribed Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as New Government Procurement Reform Act.

Suppliers shall submit Quotations on or before **August 4, 2025** 12:00 NN to the Cluster IV (CIT, CENG, IDEA) - BAC Secretariat, BU East Campus, EM's Barrio, Legazpi City.

The Bicol University- College of Engineering reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 64 and 70 of the Implementing Rules and Regulations of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact Cluster IV (CIT, CENG, IDEA) BAC Secretariat, Procurement Management Unit-Bicol University East Campus, EM's Barrio, Legazpi City 4500 (+63) 9690474492 or e-mail at bu-cluster4bac@bicol-u.edu.ph.

Approved:


Engr. ROLANDO M. DACILLO
BAC Chairperson

Transaction Reference no: CENG-2025-045



REQUEST FOR QUOTATION

Date: **July 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-2025-045
Project Name:	Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 6-8, 2025
ABC/Fund Source:	P359,250.00 / F-05
Contract Period:	August 6-8, 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 August 4, 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 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-2025-045
Project Name:	Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 6-8, 2025
ABC/Fund Source:	P359,250.00 / F-05
Contract Period:	August 6-8, 2025
M.O.P./Evaluation	SVP (Section 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		TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/ Services														
				YES	NO															
1	1	lot	<p>Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 06-08, 2025, inclusive of the following:</p> <p>1. PROVISION OF VENUE WITH ACCOMMODATION WITHIN THE PROVINCE OF ALBAY</p> <p>A. MEETING FACILITIES FUNCTIONALITY - Function Hall can accommodate up to 45 pax for the number of activity days with no viewing obstruction between lecturers and participants, Skirted working tables and chairs set-up with extension wire/cords for the use of laptop and other equipment, Complete IT equipment and WIFI connectivity for meetings, Comfort Rooms with sufficient water supply and clean basic facilities, With stand by generator.</p> <p>B. ACCOMMODATION Accommodation for 45 pax on August 6-7, 2025 with standard room with queen size bed and with amenities - cable TV, kettle, complimentary coffee, bottled water, safety deposit box, personal refrigerator, bathroom toiletries, bidet, shower, bath towel, bath mat, slippers, telephone, and FREE unlimited WI-FI access</p> <p>2. PROVISION OF TRANSPORTATION SERVICES FOR 45-PAX TO AND FROM THE VENUE</p> <p>3. PROVISION OF MEALS</p> <table><tr><th>Breakfast (7:00 AM)</th><th>AM Snack (10:00 AM)</th><th>Lunch (12:00 NN)</th><th>PM Snack (2:00 PM)</th><th>Dinner (7:00 PM)</th></tr><tr><td colspan="5">August 06, 2025</td></tr><tr><td>XXX</td><td>Baked mac, garlic butter bread, fresh calamansi juice</td><td>Rice, chicken tinola (with papaya or sayote), fried fish (with sauce), fruit slices, fresh dalandan juice</td><td>congee (with boiled egg, onion leaves, roasted garlic-separate), fresh tanglad - calamansi juice</td><td>Rice, pork caldereta, grilled fish posta, fruit slices, fresh melon juice</td></tr></table>	Breakfast (7:00 AM)	AM Snack (10:00 AM)	Lunch (12:00 NN)	PM Snack (2:00 PM)	Dinner (7:00 PM)	August 06, 2025					XXX	Baked mac, garlic butter bread, fresh calamansi juice	Rice, chicken tinola (with papaya or sayote), fried fish (with sauce), fruit slices, fresh dalandan juice	congee (with boiled egg, onion leaves, roasted garlic-separate), fresh tanglad - calamansi juice	Rice, pork caldereta, grilled fish posta, fruit slices, fresh melon juice		
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August 06, 2025																				
XXX	Baked mac, garlic butter bread, fresh calamansi juice	Rice, chicken tinola (with papaya or sayote), fried fish (with sauce), fruit slices, fresh dalandan juice	congee (with boiled egg, onion leaves, roasted garlic-separate), fresh tanglad - calamansi juice	Rice, pork caldereta, grilled fish posta, fruit slices, fresh melon juice																

August 07, 2025 <table border="1"> <tr> <td>Silog series Hamsilog Bangsilog Tapsilog Longsilog Fruit slices, fresh pipino- calamansi juice</td> <td>Macaroni soup, cheese puto, fresh dalandan juice</td> <td>Rice, pork steak, vegetable kare - kare, fruit slices, fresh watermelon juice</td> <td>Ginataang saba, linsa, camiguin and cassava bilo - bilo, fried siomai (4 pcs - with soy sauce and calamansi), fresh buko juice</td> <td>Rice, gulay na santol, fried fish tilapia with sauce, fruit slices, fresh calamansi juice</td> </tr> </table>					Silog series Hamsilog Bangsilog Tapsilog Longsilog Fruit slices, fresh pipino- calamansi juice	Macaroni soup, cheese puto, fresh dalandan juice	Rice, pork steak, vegetable kare - kare, fruit slices, fresh watermelon juice	Ginataang saba, linsa, camiguin and cassava bilo - bilo, fried siomai (4 pcs - with soy sauce and calamansi), fresh buko juice	Rice, gulay na santol, fried fish tilapia with sauce, fruit slices, fresh calamansi juice			
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August 08, 2025 <table border="1"> <tr> <td>Silog series Hamsilog Bangsilog Tapsilog Longsilog Fruit slices, fresh pipino- calamansi juice</td> <td>Carbonara, garlic butter bread, fresh tanglad- calamansi juice</td> <td>Rice, seafoods bicol express, fried fish (with sauce) fruit slices, fresh melon juice</td> <td>congee (with boiled egg, onion leaves, roasted garlic- separate), fresh tanglad - calamansi juice</td> <td>XXX</td> </tr> </table>					Silog series Hamsilog Bangsilog Tapsilog Longsilog Fruit slices, fresh pipino- calamansi juice	Carbonara, garlic butter bread, fresh tanglad- calamansi juice	Rice, seafoods bicol express, fried fish (with sauce) fruit slices, fresh melon juice	congee (with boiled egg, onion leaves, roasted garlic- separate), fresh tanglad - calamansi juice	XXX			
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Meals Delivery Conditions: <ul style="list-style-type: none"> Manner of serving: Assisted Buffet Assisted by at least 2 Service Crew in uniform Free flowing brewed coffee with creamer, sugar, mineral water in a dispenser and Mixed Nuts Clean, uniform utensils and table napkins Snacks and sandwiches; Cakes/pasta should be at least 200 grams/serving; Viand should be at least 150grams/serving; Rice - 1 cup regular size; Foods shall be ready for inspection at least 5 minutes before serving time. 												
4.PROVISION OF FOOD TOKENS - Food products for 10 pax (assorted pastries)												
5. PROVISION OF ACTIVITY BANNER-1-pc 6ft X 6ft TARPAULIN												
Delivery Compliance:					Price Validity:							

NOTE: Deviation in the specifications such as menu shall be indicated in the designated portion. All changes in the activity schedule shall be coordinated only to the end-user or the designated representative.

FINANCIAL OFFER

Item	QTY/UOM		Item	Unit Price	Total
1	1	lot	Provision of Events Management Services for the Enhancement Seminar Workshop, Strategic Planning and Team Building Activity on August 6-8, 2025: 1. VENUE WITH ACCOMMODATION 2. TRANSPORTATION SERVICES FOR 45-PAX 3. MEALS 4. FOOD TOKENS 5. BANNER		

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	