Solicitation GDS-AMP-25-500

### REQUEST FOR QUOTATIONS

Project Title:	Provision for Catering Services during the BU PRMO Conference Hall	the ISO External	Audit on November 3-7, 2025 for 80 pax a
ABC:	PhP300,000.00	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:	IAS/JOCELYN L. CORRE	Delivery Period/s:	November 3-7, 2025
Required Document/s:	Mayor's Permit PhilGEPS Registration Numbe Income/Business Tax Return Omnibus Sworn Statement	r 2009	Clearance (Per RR017-2024 EO398 Series 5, Updated) epresentative, Please attach SPA (Special ver of Attorney)

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  $\frac{0.01}{2.7}$   $\frac{2.7}{2.025}$  9AM sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check ( $\sqrt{}$ ) 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/	Description	to Specification YES NO		Offer	Unit Price	Total
UOM	UOIVI						
1	1-Lot	DAY 1- November 3, 2025 (80 pax)  AM Snacks  ■ Baked Macaroni with Extra Cheese Toppings per Serving with 2 Slices of Buttered Toast, and Soda in Can (355ML)  Lunch  ■ Steamed Rice, Cream of Muchroom Soup, Beef Steak, Chop Suey, Chicken Curry, Macaroni Salad, and Bottled Water (500ML)  PM Snacks  ■ Clubhouse Sandwich with Crispy French Fries and Soda in Can (355ML)  Dinner  ■ Steamed Rice, Cream of Asparagus Soup, Chicken Ala King, Grilled Pork Chop, Pinakbet with Lechon Kawali, Leche Flan, and Bottled Water  DAY 2 November 4, 2025 (80pax)  AM Snacks  ■ Pansit Guisado with Egg Sandwich and Soda in Can (355ML)  Lunch  ■ Steamed Rice, Corn and Chicken Soup, Fried Chicken, Pork Sisig, Classic Buttered Mixed Vegetables, Graham Cake, and Bottled Water (500ml)	TEO .	NO.			

# 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

	PM Snacks	
	Cheesy Spaghetti with Extra Cheese Toppings per Serving, 2 Cheesy Garlic Bread, and Soda in Can (355ML)	
	Day 3- November 5, 2025 (80 pax) AM Snacks	
	<ul> <li>Pancit Canton Guisado with Steamed Siopao (50 Asado and 50 Bola-Bola), and Soda in Can (355ML)</li> </ul>	
	Steamed Rice, Chowder Soup, Pork Steak, Sweet      Steamed Rice, Chowder Soup, Pork Steak, Sweet	
	and Sour Fish, Bicol Express, Leche Flan, and Bottled Water (500ML) PM Snacks	
	Pansit Palabok with Egg and Chicharon Toppings, with Puto Cheese, Soda in Can (355ML)	
	Day 4- November 6, 2025 (80pax) AM Snacks	
	Cheesy Lasagna with 2 Slices of Garlic Butter Toast Bread and Soda in Can (335ML)	
	Steamed Rice, Cream of Potato Soup, Grilled     Chicken Leads Sizzling Tofu Manage Sagar and	
	Chicken, Igado, Sizzling Tofu, Mango Sago, and Bottled Water (500ML) PM Snacks	
H dogs	Clubhouse Sandwich with French Fries, Soda in Can (355ML)	
	Day 5- November 7, 2025 AM Snacks	
e out	Burger with Crispy Fries and Ketchup, Soda in Can (355ML)  Lunch	
# 10.0h	<ul> <li>Lunch</li> <li>Steamed Rice, Wonton Soup, Grilled Liempo,</li> <li>Lumpiang Shanghai (Three pcs. Per person), Beef</li> </ul>	
	Stroganoff Stir Fry, Buko Pandan with Sago, and Bottled Water (500ML)	
	PM Snacks  • Clubhouse Sandwich with Crispy French Fries	
	and Soda in Can (355ML)  Dinner  Stoomed Rice Cream of Com Sour Conden Plan	
	<ul> <li>Steamed Rice, Cream of Corn Soup, Cordon Blue with Mashed Potato Sides, Adobo Style Porkchop, Tofu Sisig, Mango Graham Cake,</li> </ul>	
I G	Bottled Water	
	Additional Inclusions:  Tarpaulin 2pcs 60 (length) x 48 (width)  Mineral Water with Water Dispenser	
والبنارة و	<ul> <li>✓ Mineral Water with Water Dispenser</li> <li>✓ Free-Flowing Brewed Coffee with Sugar and Cream</li> <li>✓ Manner of Serving: Buffet</li> </ul>	ACLERIC NO.
	✓ Availability of Appetizer Mixed Nuts for 80 pax for whole Five Days	
LANG.	<ul> <li>✓ At least 3 Waiters/ Service Crew in Uniform</li> <li>✓ Servings must be at least 200 Grams (Fish, Beef, Meat, Snacks, etc.)</li> </ul>	
	✓ Condiments needed per day in alignment with the menu (Ketchup, Soy Sauce, etc.)	

Printed Name/Signature/T.I.N. #

TOTAL BID PRICE:



Telefax: (052) 830-4310 university-bac@bicol-u.edu.ph

## **TERMS & CONDITIONS**

- 1. All entries must be typewritten or in BLOCK LETTERS;
- 2. Bidders shall provide correct and accurate information required in this form.

- 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;

**TOTAL BID PRICE:** 

- 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.
- 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.

# Republic of the Philippines BICOL UNIVERSITY Legazpi City

## For photo reference of the menu:

