

REQUEST FOR PROPOSAL

Solicitation # **BUGC-GDS-2025-60**

Project Title:	Provision of Catering Services for the BU ISO External Audit on November 5 – 6, 2025 at Bicol University Gubat Campus		
ABC:	Php91,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	By Lot
Implementing Office/ End-user/s:	DR. EVAN CARLO B. DEBLOIS End-User	Delivery Period/s:	November 5 - 6, 2025
Required Document/s:	☒ Mayor’s Permit ☒ PhilGEPS Registration Number ☒ DTI ☒ Tax Clearance Certificate ☒ Income/Business Tax Return ☒ Certificate of Registration (BIR Form No. 2303) ☐ Omnibus Sworn Statement		

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 **November 4, 2025, 12NN** sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (√) shall automatically disqualify the bids.



MARIA RECHEL M. MARCAIDA
BU Gubat Campus BAC Secretariat in-charge

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks	Unit Price	Total Price
			YES	NO			
		<u>DAY 1: NOVEMBER 5, 2025</u>					
	70pax	<u>AM SNACK (TO BE SERVED AT EXACTLY 9:00AM)</u>					
		Sotanghon Guisado, 2pcs. Lumpia Shanghai,					
		Puto Lanson and Hot Choco (not so sweet)					
	25pax	<u>LUNCH (TO BE SERVED AT EXACTLY 11:30AM)</u>					
		Steamed Rice, Roasted Chicken, Fish Fillet					
		with Lemon Butter Sauce, Bicol Express, Laing					
		Four Season in-can, Corn Soup, Fresh Fruits					
		(Banana, Orange, Watermelon)					



ISO 9001: 2015
SOCOTEC SCP000722Q



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY
GUBAT CAMPUS
BIDS AND AWARDS COMMITTEE
Gubat, Sorsogon
bac-gubat@bicol-u.edu.ph



	70pax	<u>PM SNACK (TO BE SERVED AT EXACTLY 3:00PM)</u>					
		Baked Macaroni, Biko, Clubhouse Sandwich, Fresh					
		Cucumber Lemonade					
		<u>DAY 2: NOVEMBER 6, 2025</u>					
	70pax	<u>AM SNACK (TO BE SERVED AT EXACTLY 9:00AM)</u>					
		Pancit Guisado, Puto Lanson and Fresh Buko Juice					
	70pax	<u>LUNCH (TO BE SERVED AT EXACTLY 11:30AM)</u>					
		Steamed Rice, Baby Backribs, Fried Chicken,					
		Pakbet Bagnet, Corn and Cran Soup, Four Seasons					
		In-Can, Fruits Salad					
	70pax	<u>PM SNACK (TO BE SERVED AT EXACTLY 3:00PM)</u>					
		Tuna Sandwich with Potato Chip and Lemonade					
		Juice					
		<u>NOTE:</u>					
		▪ With Free-Flowing Water ▪ Coffee with Sugar and Cream ▪ <u>Peanuts, Corn and Kropek</u> (to be served at 2:00pm)					
Delivery Compliance:			BID PRICE:				
Payment Term:			Price Validity:				

Served by:

VICTOR B. ENCINARES III

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

Contact numbers/e-mail address



A University for Humanity characterized by productive scholarship, transformative leadership, collaborative service and distinctive character for sustainable societies.





ISO 9001: 2015
SOCOTEC SCP000722Q



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY
GUBAT CAMPUS
BIDS AND AWARDS COMMITTEE
Gubat, Sorsogon
bac-gubat@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.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity		

1

2

3

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 bid price in accordance with the UOM.

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. Bids with no 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;
8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
9. 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;
10. 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;
11. 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;
12. The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (*Documentary Requirement for Alternative Methods of Procurement*) of the 2016 IRR of R.A. 9184; the notarized Omnibus Sworn Statement shall be submitted by winning bidder which cost of award is Php50,000.00 and above;
13. Proposals and documents shall be submitted on the following address:
*The BAC Chairperson
Bicol University Gubat
Pinontingan, Gubat, Sorsogon
0912-890-1962*
14. The Bicol University Gubat Campus-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.

