



**REQUEST FOR QUOTATIONS**

Project Title:	Provision of Catering Services for the Monthly Meetings of the President (February-December 2026)		
ABC:	PhP300,000.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 34)	Mode of Evaluation	One Lot
Implementing Office	OFFICE OF THE PRESIDENT	Delivery Period/s:	February - December 2026
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number <input type="checkbox"/> Income/Business Tax Return <input checked="" type="checkbox"/> Omnibus Sworn Statement		
			<input type="checkbox"/> Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated) <input checked="" type="checkbox"/> 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 FEB 16 2026, 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	<b>Snacks (15 pax per meetings)</b> <u>FEBRUARY &amp; MARCH 2026</u> <b>February 20 / March 2</b> <ul style="list-style-type: none"> <li>✓ Baked Lasagna</li> <li>✓ Garlic Bread</li> <li>✓ Coffee</li> <li>✓ 350ml bottled water</li> </ul> <b>March 5</b> <ul style="list-style-type: none"> <li>✓ Bihon Guisado</li> <li>✓ Garlic Bread</li> <li>✓ Coffee</li> <li>✓ 350ml bottled water</li> </ul> <b>February 26 / March 10</b> <ul style="list-style-type: none"> <li>✓ Carbonara with cheese and ham</li> <li>✓ Garlic Bread</li> <li>✓ Coffee</li> <li>✓ 350ml bottled water</li> </ul> <b>February 23 / March 19</b> <ul style="list-style-type: none"> <li>✓ Chicken Sandwich with Potato Wedges</li> <li>✓ 350ml bottled water</li> </ul> <b>February 27 / March 26</b> <ul style="list-style-type: none"> <li>✓ Baked Penne</li> <li>✓ Toasted Bread</li> </ul>					



**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  
university-bac@bicol-u.edu.ph

	<ul style="list-style-type: none"><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b><u>APRIL, MAY, JUNE 2026</u></b></p> <p><b>April 6 / June 5</b></p> <ul style="list-style-type: none"><li>✓ Potato Salad with Crackers</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>April 10 / June 11</b></p> <ul style="list-style-type: none"><li>✓ Pinakrong Batag</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>April 14 / June 19</b></p> <ul style="list-style-type: none"><li>✓ Italian Spaghetti with Garlic Bread (2pcs)</li><li>✓ 350ml bottled water</li></ul> <p><b>April 17 / June 26</b></p> <ul style="list-style-type: none"><li>✓ Chicken Sandwich</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>April 20 / April 30</b></p> <ul style="list-style-type: none"><li>✓ Tuna Sandwich 3 Layers</li><li>✓ Mojos</li><li>✓ 350ml bottled water</li></ul> <p><b>May 4</b></p> <ul style="list-style-type: none"><li>✓ Sotanghon Guisado</li><li>✓ Slice Bread</li><li>✓ 350ml bottled water</li></ul> <p><b>May 15</b></p> <ul style="list-style-type: none"><li>✓ Macaroni Salad</li><li>✓ Crackers (3pcs)</li><li>✓ 350ml bottled water</li></ul> <p><b>May 22</b></p> <ul style="list-style-type: none"><li>✓ Hotdog Sandwich</li><li>✓ Potato Wedges</li><li>✓ 350ml bottled water</li></ul> <p><b>May 29</b></p> <ul style="list-style-type: none"><li>✓ Seafood Marinara</li><li>✓ Garlic Bread</li><li>✓ 350ml bottled water</li></ul> <p><b><u>JULY, AUGUST, SEPTEMBER 2026</u></b></p> <p><b>July 3 / Sept 4</b></p> <ul style="list-style-type: none"><li>✓ Cheese Pimiento Sandwich (3 layers)</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>July 10 / Sept 11</b></p> <ul style="list-style-type: none"><li>✓ Palabok with Puto Lanson</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>July 17 / Sept 18</b></p> <ul style="list-style-type: none"><li>✓ Clubhouse Sandwich</li><li>✓ Potato Fries</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>July 24 / Sept 25</b></p> <ul style="list-style-type: none"><li>✓ Pancit Bato</li><li>✓ Linupak</li><li>✓ 350ml bottled water</li></ul> <p><b>July 20 / July 27</b></p> <ul style="list-style-type: none"><li>✓ Sotanghon</li><li>✓ Cheese Puto</li><li>✓ 350ml bottled water</li></ul>				
--	--	--	--	--	--



**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  
university-bac@bicol-u.edu.ph

	<p><b>August 7</b></p> <ul style="list-style-type: none"><li>✓ Goto with Egg</li><li>✓ 350ml bottled water</li></ul> <p><b>August 14</b></p> <ul style="list-style-type: none"><li>✓ Hotdog Sandwich with Cheese</li><li>✓ 350ml bottled water</li></ul> <p><b>August 20</b></p> <ul style="list-style-type: none"><li>✓ Cheesy Puto (3pcs)</li><li>✓ Dinuguan</li><li>✓ 350ml bottled water</li></ul> <p><b>August 27</b></p> <ul style="list-style-type: none"><li>✓ Cheesy Macaroni Salad with Crackers (3pcs)</li><li>✓ 350ml bottled water</li></ul> <p><b><u>OCTOBER, NOVEMBER, DECEMBER 2026</u></b></p> <p><b>October 2 / December 4</b></p> <ul style="list-style-type: none"><li>✓ Tuna Sandwich (3 layers)</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>October 9 / December 11</b></p> <ul style="list-style-type: none"><li>✓ Sotanghon</li><li>✓ Ibos</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>October 16/ December 18</b></p> <ul style="list-style-type: none"><li>✓ Chicken Empanada (2pcs)</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>October 23 / November 3</b></p> <ul style="list-style-type: none"><li>✓ Pancit Bato</li><li>✓ Puto Lanson</li><li>✓ Kutsinta</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>November 6</b></p> <ul style="list-style-type: none"><li>✓ Hamburger</li><li>✓ Camote Fries</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>November 9</b></p> <ul style="list-style-type: none"><li>✓ Spaghetti</li><li>✓ Garlic Bread</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b>November 13</b></p> <ul style="list-style-type: none"><li>✓ Cheesy Puto (3pcs)</li><li>✓ Dinuguan</li><li>✓ 350ml bottled water</li></ul> <p><b>November 20</b></p> <ul style="list-style-type: none"><li>✓ Sinapot</li><li>✓ Pancit Bato</li><li>✓ Coffee</li><li>✓ 350ml bottled water</li></ul> <p><b><u>LUNCH (15 pax per meetings)</u></b></p> <p><b>February 24 / July 3</b></p> <ul style="list-style-type: none"><li>✓ Rice</li><li>✓ Caldereta</li><li>✓ Grilled Tuna</li><li>✓ Fruit in Season</li></ul> <p><b>February 26 / July 17</b></p> <ul style="list-style-type: none"><li>✓ Rice</li><li>✓ Fish Fillet with Tartar Sauce</li><li>✓ Mixed Vegetable</li></ul>						



**BIDS AND AWARDS COMMITTEE**  
 2/F A.P. Bonta Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
 Mobile No. 09171874046  
 Telefax: (052) 830-4310  
 university-bac@bicol-u.edu.ph

	<ul style="list-style-type: none"> <li>✓ Fruit in Season</li> </ul> <p><b>March 13 / August 14</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Bicol Express</li> <li>✓ Fried Tuna</li> <li>✓ Fruit in Season</li> </ul> <p><b>March 27 / August 28</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Sweet &amp; Sour Fish</li> <li>✓ Pork Chop</li> <li>✓ Gulay na Laing</li> <li>✓ Fruit in Season</li> </ul> <p><b>April 10 / Sept 4</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Grilled Pork</li> <li>✓ Chopsuey</li> <li>✓ Kusido Tuna</li> <li>✓ Fruit in Season</li> </ul> <p><b>May 8 / October 9</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Pork Hamonado</li> <li>✓ Fish Lumpia</li> <li>✓ Stir Fry Ampalaya</li> <li>✓ Fruit in Season</li> </ul> <p><b>May 22 / October 23</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Pinakbet</li> <li>✓ Fried Fish</li> <li>✓ Sinigang na Baboy</li> <li>✓ Fruit in Season</li> </ul> <p><b>November 27 / December 3</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Grilled Spareribs</li> <li>✓ Fried Chicken</li> <li>✓ Fruit in Season</li> </ul> <p><b>June 5 / December 9</b></p> <ul style="list-style-type: none"> <li>✓ Rice</li> <li>✓ Fish Tausi</li> <li>✓ Pork Adobo sa Asin</li> <li>✓ Ensaladang Talong</li> <li>✓ Fruit in Season</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Assisted Buffet/Blue Plate / Packed, Service Crew in Uniform</li> <li>• No Serving of Food in Styrofoam, at least 200g per serving, number of pax and dates of meeting subject to change upon request (Actual Serving), to be delivered at the Office of the President</li> <li>• Payment: Every Quarter upon complete Delivery</li> <li>• Coordinate with the end-user for the Delivery Dates and other concerns</li> </ul>	<b>TOTAL BID PRICE:</b>					

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

Contact Numbers/e-mail address



## 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

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.
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									
<b>TOTAL BID PRICE:</b>														
<ol style="list-style-type: none"> <li>1. Check if compliant with the specifications or not;</li> <li>2. State the Brand/Model offered and /or alternate offer if checked "NO" in the compliance;</li> <li>3. State the Unit Price in accordance with the UOM;</li> <li>4. State the TOTAL Bid Price for all Items with Bid</li> </ol>														

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 MGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotations 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 Rules and Regulations of R.A. 12009.
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 acknowledged 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 Section 34 of the IRR of R.A. 12009.