



# BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
Mobile No. 09171874046  
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Solicitation GDS-AMP-26-014

## REQUEST FOR QUOTATIONS

Project Title:	<b>Provision for Catering Services during Monthly Meetings, Special and Emergency Meetings in the Preparation for Library Activities of BULS Personnel</b>		
ABC:	<b>PhP262,500.00</b>	Fund Source:	<b>F-01</b>
Mode of Procurement	<b>Negotiated Procurement under Small Value Procurement (Section 34)</b>	Mode of Evaluation	<b>One Lot</b>
Implementing Office/	<b>UNIVERSITY LIBRARY SYSTEM</b>	Delivery Period/s:	<b>February 2026 to December 2026</b>
Required Document/s:	<input checked="" type="checkbox"/> <b>Mayor's Permit</b> <input checked="" type="checkbox"/> <b>Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated)</b> <input checked="" type="checkbox"/> <b>PhilGEPS Registration Number</b> <input checked="" type="checkbox"/> <b>If Representative, Please attach SPA (Special Power of Attorney)</b> <input type="checkbox"/> <b>Income/Business Tax Return</b> <input checked="" type="checkbox"/> <b>Omnibus Sworn Statement</b>		
Price Validity: <b>45 calendar days</b>			

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 24 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	35 pax	<b>Specifications:</b> Provision for Catering Services during Monthly, Special and Emergency Meetings from February 2026 to December 2026, with a total of catering Services to eleven (11) monthly meeting and four (4) special/emergency meeting. <b>Additional Requirements:</b> <ul style="list-style-type: none"> <li>✓ <b>Manner of Serving:</b> Packed (not Styrofoam), with utensils; Not assisted; No Tables and Chairs.</li> <li>✓ <b>With Free-Flowing Brewed Coffee</b> to be served on or before 8:00 AM every meeting</li> <li>✓ <b>Juice in can:</b> Pineapple juice, orange juice, four season</li> <li>✓ <b>Serving Time:</b> AM Snacks to be served at 8:00AM; Lunch to be served at 11:00AM</li> <li>✓ <b>Delivery Date and Venue to be coordinate by End-User to provider</b></li> </ul> <p style="text-align: center;">*** Please see attached MENU***</p>					
<b>TOTAL BID PRICE:</b>							

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

Contact Numbers/e-mail address



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## 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 specific Brand &amp; Model offered in the column "offer";</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 LCRB/MEARB/MARB/HRRB 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/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 Rules and Regulations of R.A. 12009.
16. In case of two bidders are determined to have submitted the LCRB/MEARB/MARB/HRRB, 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 Section 34 of the IRR of R.A. 12009.

Menu for the Catering Services during Monthly, Special and Emergency Meetings in Preparation for Library Activities of BULS Personnel

MEETING NO.	MONTH	MENU		Unit	PARTICIPANTS
1	FEBRUARY	AM Snack: Picapica (peanuts/corn/greenpeas) Sotanghon Ibos Hot choco	Lunch : Steamed rice Lumpia Shanghai Stufado Fish steak (without flour) Gulay langka Bottled water Dessert : Mango Panna Cotta	35 pax	All Library Personnel
2	MARCH	AM Snacks : Pancit Guisado Empanada Juice in can	Lunch : Rice Pork Steak Tuna steak Gulay (jackfruit w/ crabs) Bottled Water Dessert : Pineapple	35 pax	All Library Personnel
3	APRIL	AM Snacks : Bijon Toasted Siopao Juice in can	Lunch : Rice Chopsuey with quail eggs Buttered chicken Fish fillet Bottled Water Dessert : Banana	35 pax	All Library Personnel
4	MAY	AM Snacks : Sotanghon Ibos Hot choco	Lunch : Rice Spring roll Sweet and sour pork Fried fish Bottled water Dessert : Watermelon	35 pax	All Library Personnel
5	JUNE	AM Snacks : Carbonara Pizza bread Juice in can	Lunch : Rice Bicol express Gulay (laing) Sweet & sour Fish Bottled water Dessert : Leche Flan	35 pax	All Library Personnel

6	JULY	AM Snacks : Pancit guisado California tuna sandwich Cucumber juice	Lunch : Steamed Rice Beef salpicao Chopsuey with quail egg Fish Fillet Bottled water Dessert : Mango Sago	35 pax	All Library Personnel
7	AUGUST	AM Snacks : Baked macaroni Garlic bread Juice in can	Lunch : Steamed Rice Fish steak (tanigue) Fried Chicken Insaladang talong Bottled water Dessert : Mix fruits (fresh)	35 pax	All Library Personnel
8	SEPTEMBER	AM Snack : Spaghetti Egg/Tuna sandwich Juice in can	Lunch Steamed Rice Bittergourd with egg(ginising ampalaya) Bicol express Sweet and Sour Pork Bottled water Dessert: Carrot Cake /Blueberry Cheseecake	35 pax	All Library Personnel
9	OCTOBER	AM Snack : Pansit guisado Toasted/steamed siopao Cucumber juice	Lunch Steamed Rice Fish fillet Chopsuey with quail eggs Pork Steak Bottled water Dessert : Mango Sago	35 pax	All Library Personnel

10	NOVEMBER	AM snacks Tuna sandwich (3 layers, whole, big size) Sweet Potato fries (soft) juice in can	Lunch Steamed rice Pork teriyaki Fish steak (tanigue) Chopsuey with quail egg Bottled water Dessert : Leche flan	35 pax	All Library Personnel
11	DECEMBER	AM Snacks : Banana cake Spaghetti Juice in can	Lunch : Steamed rice Igado Fish fillet Gulay ubod Bottled water Dessert : Buko pandan	35 pax	All Library Personnel
12	Special/ Emergency Meeting	AM Snack: Picapica (peanuts/corn/greenpeas) Sotanghon Ibos Hot choco	Lunch : Steamed rice Lumpia Shanghai Stufado Fish steak (without flour) Gulay langka Bottled water Dessert : Mango Panna Cotta	35 pax	All Library Personnel
13	Special/ Emergency Meeting	AM Snacks : Pancit Guisado Empanada Juice in can	Lunch : Rice Pork Steak Tuna steak Gulay (jackfruit w/ crabs) Bottled Water Dessert : Pineapple	35 pax	All Library Personnel

14	<i>Special/ Emergency Meeting</i>	AM Snack :  Spaghetti Egg/Tuna sandwich Juice in can	Lunch  Steamed Rice Bittergourd with egg(ginisang ampalaya) Bicol express Sweet and Sour Pork Bottled water  Dessert: Carrot Cake /Blueberry Cheesecake	35 pax	All Library Personnel
15	<i>Special/ Emergency Meeting</i>	AM Snacks :  Baked macaroni Garlic bread Juice in can	Lunch :  Steamed Rice Fish steak (tanigue) Fried Chicken Insaladang talong Bottled water Dessert : Mix fruits (fresh)	35 pax	All Library Personnel

**Additional requirements:**

1. **With free-flowing brewed coffee** to be served on or before 8:00AM of every meeting
2. **Juice in-can:** Pineapple juice, pineapple-orange, four-season
3. Manner of serving: Packed (Not styrofoam), with utensils; Not assisted; No tables and chairs.
4. Serving Time: AM Snack to be served at 8:00AM; Lunch to be served at 11:00AM
5. Delivery date and venue to be coordinated by end-user to provider.