



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

Solicitation GDS-AMP-26-090

REQUEST FOR QUOTATIONS

Project Title:	Provision of Catering Services for the Preparation of the 2026 University 56 th Commencement Exercises at Bicol University		
ABC:	PhP206,800.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 34)	Mode of Evaluation	One Lot
Implementing Office/	URO	Delivery Period/s:	May 25-30 & June 1-4, 10-14, 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 (R.A. 12009) <input checked="" type="checkbox"/> Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated) <input checked="" type="checkbox"/> If Representative, Please attach SPA (Special Power of Attorney) / Secretary Certificate (If company, Corporation or Incorporation)		
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 MAY 06 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	Catering Services/Food Packs for Logistics/Utility Personnel for Venue Preparation (Dinner Only, June 10-11, 2026) 30 pax <u>June 10, 2026 (Good for 30 pax)</u> Dinner: To be served at 6:00 PM <ul style="list-style-type: none"> • Rice • Beef Salpicao • Stir-Fried Mixed Vegetables • Canned Softdrinks (chilled) <u>June 11, 2026 (Good for 30 pax)</u> Dinner: To be served at 6:00 PM <ul style="list-style-type: none"> • Rice • Sweet and Sour Fish Fillet • Chopsuey • Canned Juice (chilled) Note: <ul style="list-style-type: none"> ✓ This must be served in a paper meal box/microwave container (packed) ✓ Must include disposable cutlery (fork, spoon) and napkin. 					



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- ✓ Serving size: at least 200g/serving
- ✓ Must be served with 350 ml bottled water
- ✓ To be served at the University Registrar's Office

Catering Services/Food Packs for Logistics/Utility Personnel for Venue Preparation (3 meals per day, June 12-14,2026) – 30 pax

June 12, 2026

AM Snack (Good for 30 pax): To be served at 9:30 AM

- Palabok
- Bread Roll
- Canned Juice (chilled)

Lunch (Good for 30 pax): To be served at 12:00 NN

- Rice
- Chicken Inasal
- Stir-Fried Mixed Vegetables
- Canned Softdrinks (chilled)

PM Snack (Good for 30 pax): To be served at 2:30 PM

- Pansit Canton Guisado
- Lumpia Shanghai
- Canned Juice (chilled)

June 13, 2026

AM Snack (Good for 30 pax): To be served at 9:30 AM

- Cheesy Baked Macaroni
- Garlic Bread
- Canned Juice (chilled)

Lunch (Good for 30 pax): To be served at 12:00 NN

- Rice
- Pork Afritada
- Crispy Fried Vegetables
- Canned Softdrinks (chilled)

PM Snack (Good for 30 pax): To be served at 2:30 PM

- Pansit Bihon Guisado
- Siopao Asado
- Canned Juice (chilled)

June 14, 2026

AM Snack (Good for 30 pax): To be served at 9:30 AM

- Cheese Pimiento Chicken Sandwich
- Potato Wedges
- Canned Juice (chilled)

Lunch (Good for 30 pax): To be served at 12:00 NN

- Rice
- Beef Bistek
- Stir-Fried Mixed Vegetables
- Canned Softdrinks (chilled)

PM Snack (Good for 30 pax): To be served at 2:30 PM

- Tuna Pesto Pasta
- Garlic Bread
- Canned Juice (chilled)

Note:

- ✓ This must be served in a paper meal box/microwave container (packed)
- ✓ Must include disposable cutlery (fork, spoon) and napkin.
- ✓ Serving size: at least 200g/serving



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- ✓ Must be served with 350ml bottled water
- ✓ To be served at the University Registrar's Office

Catering Services for the University Registrar's Office during the Review of Honor Graduates by the University Review/Evaluation Committee for 10 days (3 meals per day, May 25-30 to June 1-4, 2026) – 20 pax

Day 1 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Penne Spaghetti
- Puto Cheese
- Juice in can

Lunch: To be served at 12:00 NN

- Rice
- Kare –Kare
- Crispy Breaded Fish Tuna
- Shanghai
- Buko Pandan

PM Snack: To be served at 2:30 PM

- Special Ensaymada
- Soda in Can

Day 2 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Sotanghon Guisado
- Ibus
- Hot Chocolate

Lunch: To be served at 12:00 NN

- Rice
- Patatim
- Chopsuey
- Fish Fillet Tuna
- Leche Flan

PM Snack: To be served at 2:30 PM

- Creamy Chicken Macaroni
- Cracker
- Juice in Can

Day 3 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Clubhouse Sandwich
- Fries
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Beef Steak
- Buffalo Wings
- Barbecue
- Sliced Mixed Fruits

PM Snacks: To be served at 2:30 PM

- Miki Bihon
- Turon
- Soda in Can

Day 4 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Mac & Cheese



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- Toast Bread
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Caldereta
- Laing
- Chicken Finger
- Ensaladang Talong
- Banana

PM Snack: To be served at 2:30 PM

- Chicken Burger
- Kamote Fries
- Juice in Can

Day 5 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Tuna Carbonara
- Toasted Siopao
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Pork Caldereta
- Pinangat
- Chicken Finger
- Mango Tapioca

PM Snack: To be served at 2:30 PM

- Tuna Sandwich
- Shanghai
- Juice in Can

Day 6 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Baked Macaroni
- Garlic Bread
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Ampalaya Con Carne
- Pork Steak
- Fried Chicken
- Sliced Pineapple

PM Snack: To be served at 2:30 PM

- Bihon Guisado
- Steamed Siopao
- Soda in Can

Day 7 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Cheese Burger
- Fries
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Stir Fry Kangkong with Tofu
- Sweet and Sour Fish Tuna
- Chicken Cordon Bleu
- Banana



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PM Snack: To be served at 2:30 PM

- Pancit Canton
- Siopao
- Juice in Can

Day 8 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Lasagna
- Puto
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Grilled Fish
- Baby Back Ribs
- Mixed Veggies
- Tuna Caesar Salad

PM Snack: To be served at 2:30 PM

- Fresh Lumpia with Sauce
- Steamed Siopao
- Juice in Can

Day 9 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Tuna Penne Pasta Carbonara
- Bread
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Corn Soup
- Buttered Chicken
- Chopsuey
- Sipo Egg
- Buko Salad

PM Snack: To be served at 2:30 PM

- Arrozcaldo with Egg
- Vegetables Lumpia
- Soda in Can

Day 10 of Review (Good for 20 pax)

AM Snack: To be served at 9:30 AM

- Ham & Cheese Sandwich
- Fries
- Juice in Can

Lunch: To be served at 12:00 NN

- Rice
- Mushroom Soup
- Fish Steak
- Lechon Kawali
- Pinakbet
- Buko Pandan

PM Snack: To be served at 2:30 PM

- Pancit Canton Guisado
- Sinapot
- Soda in Can



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	<p>Note:</p> <ul style="list-style-type: none"> ✓ Must be served with free-flowing brewed coffee, sugar and creamer, and 350 ml bottled water each day. ✓ Must include mixed pica-pica (nuts, chocolate, etc.) each day. ✓ Assisted Buffet Service with uniformed service crew. ✓ To be served at the University Registrar's Office 					
						TOTAL BID PRICE:

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			
TOTAL BID PRICE:								
<p>1. Check if compliant with the specifications or not;</p> <p>2. State the specific Brand & Model offered in the column "offer";</p> <p>3. State the Unit Price in accordance with the UOM;</p> <p>4. State the TOTAL Bid Price for all Items with Bid</p>								

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.