



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_09_0043

Project Title:	Provision of Catering Services to be used during the Institutional Accreditation on November 10-14, 2025		
ABC:	Php 217,500.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Jhonny Pet P. Topasi	Delivery Period/s:	November 10-14, 2025
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div> <div><input checked="" type="checkbox"/> Tax Clearance</div> <div><input type="checkbox"/> Income & Business Tax Return</div> <div><input checked="" type="checkbox"/> Omnibus Sworn Statement</div>		

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 08 OCT 2025 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

Aileen V. Hilutin
AILEEN V. HILUTIN
BAC Secretariat

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
			YES	NO	
1	1 lot	Provision of Catering Services to be used during the Institutional Accreditation on November 10-14, 2025 AM Snack (100 pax for 5 days) Lunch (100 pax for 4 days) PM Snack (100 pax for 4 days) Dinner (20 pax for 5 days) November 10, 2025 Day 1 (Dinner) Garlic Fried Rice, Grilled Bangus (milkfish) stuffed with tomatoes and onions, Ginisang Sayote with carrots, Mango slices, Maja Blanca for dessert, Bottled Water November 11, 2025 Day 2 (AM Snack) Chicken Arroz Caldo with toasted garlic, Pandesal with cheese, Coffee/tea, Bottled Water Lunch Steamed Rice, Pork Sinigang (with kangkong, sitaw, radish), Ensaladang Talong with salted egg, Watermelon wedges, Cassava Cake for dessert, Bottled water			



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Bicol University Polangui, Centro Occidental, Polangui, Albay
bac-polangui@bicol-u.edu.ph

PM Snack

Puto Cheese, Calamansi Juice, Bottled Water

Dinner

Plain Rice, Sweet and Sour Fish Fillet, Ginisang Baguio Beans with carrots and corn, Papaya slices, Fruit Salad for Dessert, Bottled Water

November 12, 2025

Day 3 (AM Snack)

Sotanghon Soup, Ensaymada, Hot Chocolate, Bottled Water

Lunch

Steamed Rice, Lechon Kawali with liver sauce, Pinakbet (mixed vegetables with bagoong), Sliced Mango with bagoong on the side, Buko Pandan for dessert, Bottled Water

PM Snack

Banana Cue, Iced Tea, Bottled Water

Dinner

Garlic Rice, Daing na Bangus with tomato-onion relish, Laing (taro leaves in coconut milk) Melon slices, Ube Halaya for dessert, Bottled Water

November 13, 2025

Day 4 (AM Snack)

Palabok with crushed chicharon and calamansi
Kutsina with grated coconut, Brewed coffee, Bottled Water

Lunch

Steamed Rice, Pork Menudo with potatoes and carrots, Stir-fried Ampalaya with egg, Pineapple slices, Brazo de Mercedes for dessert, Bottled Water

PM Snack

Bibingka, Lemon Iced Tea, Bottled Water

Dinner

Fried Rice, Inihaw na Pusit (grilled squid), Steamed Kangkong with bagoong, Banana Slices, Gulaman at Sago for dessert, Bottled Water

November 14, 2025

Day 5 (AM Snack)

Goto with tokwa't baboy, Mini Puto, Coffee / tea, Bottled Water

Lunch

Steamed Rice, Bicol Express (pork in spicy coconut milk), Ginisang Pechay with garlic, Orange wedges, Mango Float for dessert, Bottled water

PM Snack

Empanada (chicken or pork), Calamansi Iced Tea, Bottled Water



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		Dinner Plain Rice, Fried Tilapia with mango salsa, Gising-Gising (winged beans in coconut milk with chili, Pineapple slices, Buko Sherbet for dessert, Bottled Water			
		AM Snack Pancit Canton with sliced calamansi, Turon (banana roll), Brewed coffee/tea, Bottled Water			
		Service Delivery Condition: Manner of serving: ASSISTED BUFFET SET-UP Free flowing coffee with creamer, sugar, and mineral water in dispenser			
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity:		

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	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:			BID PRICE:		3
Payment Term:			Price Validity		

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. Cash on Delivery (C.O.D) as payment term is not allowed per agency Accounting Policy.
8. 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;
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. *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;*
14. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
Bicol University Polangui
BAC Office, Centro Occidental, Polangui, Albay
09104618693 or bac-polangui@bicol-u.edu.ph

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.