



**BIDS AND AWARDS COMMITTEE**

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City  
 Telefax: (052) 742-5922  
 bu\_bacsecretariat@yahoo.com / bubacsecretariat@gmail.com

Solicitation # **286-23-AMP**

**REQUEST FOR QUOTATIONS**

\_\_\_\_\_  
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Project Title:	<b>Provision of Events Management Services for the Investiture of the 9th BU President on June 14, 2023</b>		
ABC:	<b>PhP995,000.00</b>	Fund Source:	<b>F-01</b>
Mode of Procurement	<b>Negotiated Procurement under Small Value Procurement (Section 53.9)</b>	Mode of Evaluation	<b>1 lot</b>
Implementing Office/ End-user/s:	<b>VPAA/ Ms. JOY L. DE LEON</b>	Delivery Period/s:	<b>June 14, 2023</b>
Required Document/s:	<input checked="" type="checkbox"/> <b>Mayor's Permit</b> <input checked="" type="checkbox"/> <b>PhilGEPS Registration Number</b>	<input type="checkbox"/> <b>Income/Business Tax Return</b> <input checked="" type="checkbox"/> <b>Omnibus Sworn Statement</b>	

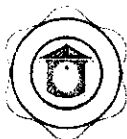
Sir/Madam:

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 MAY 29, 2023, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (√) shall automatically disqualify the bids.

  
**EMMA L. MACARIOLA**  
 UBAC 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
			YES	NO	
1	1-lot	<b>Events Management Services for the Investiture of the 9th BU President on June 14, 2023</b>  <b>Event Requirements:</b> 1) <b>300pcs-Printing of Program and invitation</b> (design to be given by the concerned office) specialty paper 180gsm, with cover page back to back, 120gsm, legal or A4 <i>*must be delivered atleast 5 working days before the event</i>  2) <b>500pcs- Tokens</b> (please see attached design and specification) <i>*must be delivered at least 3 working days before the event</i>  3) <b>Tarpaulin (design and specification to follow)</b> <b>1pc- 4ft x 16ft, 1pc- 4ft x 12ft, 3pcs- 4ft x 10ft</b> <i>* must be delivered 5 working days before the event</i>  4) <b>Church Preparation and Use</b> <ul style="list-style-type: none"> <li>• Decoration ( pref. fresh white flowers front and main entrance of the church with red carpet</li> </ul> <i>* must be ready in the morning of the event</i>  5) <b>Snacks for choir, guests and members of working committee</b> <b>Assisted buffet (for the priest)- 30pax</b> <ul style="list-style-type: none"> <li>• Rice, Carbonara, lumpia shanghai, pork steak, grilled tuna fish with sauce, fresh lumpia, bottled juice 240ml, bottled water 240ml</li> </ul> <b>Packed-for the choir (packed paper box)- 20pax</b>			



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	<ul style="list-style-type: none"> <li>• Carbonara, lumpia shanghai, puto, bottled juice 240ml, bottled water 240ml</li> </ul> <p><b>Packed- for the guests- 600pax</b></p> <ul style="list-style-type: none"> <li>• Cheese pimiento sandwich with potato fries (1 whole cut cross wise) packed individually, Bottled water 240ml</li> </ul> <p><i>* Waiters in uniform, adherence to Covid19 protocols. 3 food stations for packed meals and 1 for the assisted buffet. To assign sufficient number of waiters atleast 10 waiters</i></p> <p><b>6) Venue for the reception and fellowship night</b></p> <p><b>Stage décor Lights and Sounds</b></p> <p><b>A. Stage and venue decoration</b> ( design will be given by concerned office)</p> <p><b>B. For Sound System:</b></p> <ul style="list-style-type: none"> <li>• 2 units 14 a Self-powered speaker, 1 unit Latest Digital Mixer</li> <li>• 2 units High end wireless Mic, 2 units Wired Microphones</li> <li>• 1 lot Cable wires and connectors, 2 units active Subwoofer Friendly onsite operators</li> </ul> <p><b>C. Lights with Effects</b></p> <ul style="list-style-type: none"> <li>• 24 units Par LED 3 watts, 2 units Light Tower</li> <li>• 4 units intelligent- Light Moving Head Spot, 1 unit Pearl Light Controller</li> <li>• 4 units Lighting Stands, Live view screen, Sounds and lights</li> <li>• <i>with sufficient number of Professional technical operators during the whole duration of the event</i></li> <li>• LED Wall (9x12ft), P3 model, 1 set up processor, 1 laptop for visual, elevated 3ft to 4ft <i>( for use during the Dinner)</i></li> </ul> <p><b>D. Grazing table- 500pax</b></p> <ul style="list-style-type: none"> <li>• fruits, cheese, salad, sausage, nuts, crackers, mini sandwiches, mini burgers</li> <li>• Ready upon arrival of guest to be served at 4pm</li> </ul> <p><b>E. Dinner: 6pm- 500pax</b></p> <ul style="list-style-type: none"> <li>• Rice, Tuna Fish Fillet in Tartar sauce, Chicken Cordon Bleu, Lengua de Gato, Fish Bicol Express, Cream Puffs, Juice in Can (pineapple juice/ four seasons 240ml), bottled water 240ml</li> </ul> <p><b>F. Hotel accommodation for (15 guests) (1 night)</b></p> <p><b>Rooms can accommodate at least 2 guest</b>  with queen size bed, hot shower, tv, Wi-Fi, internet connection</p> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>• <i>With free-flowing water and brewed coffee (with sugar and creamer)</i></li> <li>• <i>Includes Basic Set-up of individual centerpiece for each table with skirting and chairs for the program arranged with proper social distancing, waiter in uniform</i></li> <li>• With Tables and chairs to accommodate 500 pax</li> <li>• Food for the Coordinators, Sounds, Lights and other technical team (non BU employees) shall be provided by the Events Coordinator</li> <li>• Inclusive of other charges ex. Electric charges</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Within Legazpi City, hotel, with adequate parking space, with 24 hrs security, with standby generator, air-conditioned, with free use of wi-fi during the entire event, can accommodate 500 pax. With clean and sanitized bathrooms, sufficient water supply, free use of electrical charge, accessible emergency and exit alarm and fire exits, use of hall for 4 to 6 hrs.</li> </ul>			
Delivery Compliance:		<b>BID PRICE:</b>		
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:

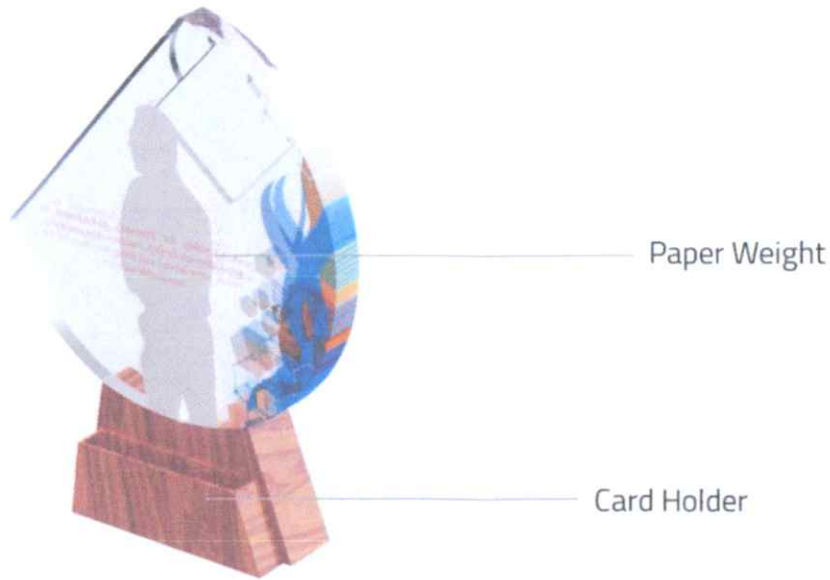
Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:			<b>BID PRICE:</b>		
Payment Term:			Price Validity		

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-GASS, Legazpi City  
2/F Aquilino P. Bonto Bldg., Rizal St., Legazpi City  
(052) 742-5922*

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.



Back Design

Design Elements use:



PBBN silhouette



PAPER Design

Materials:

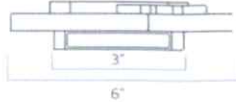
Acrylic Sheet | Solid Wood

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

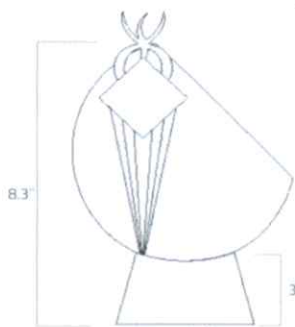
BU Vision

ORTHOGRAPHIC VIEWS

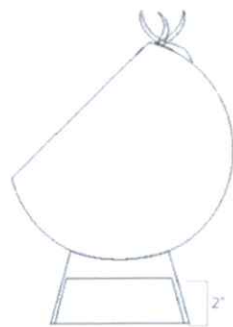
Top View



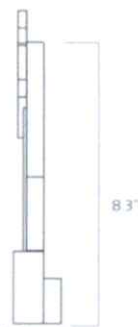
L. Side View



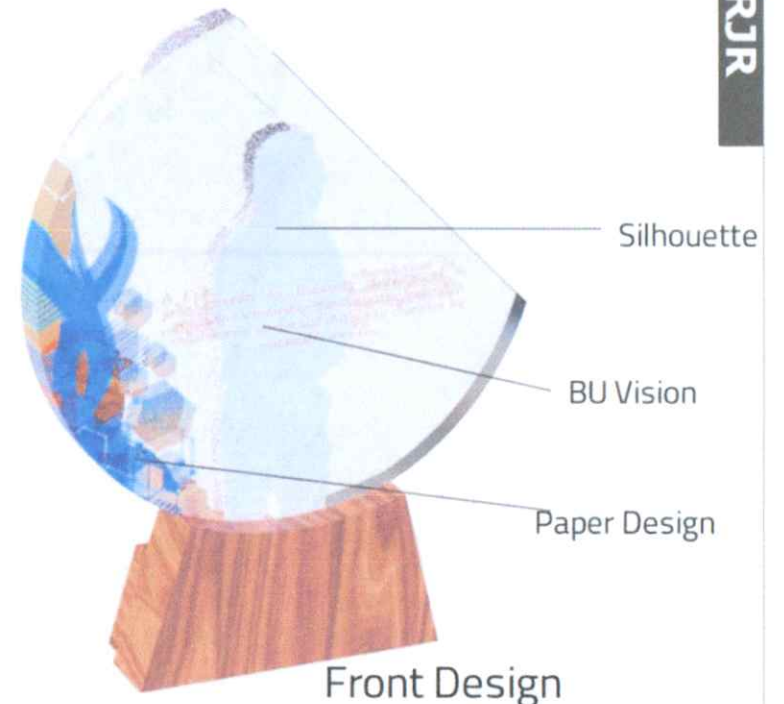
Front View



Back View

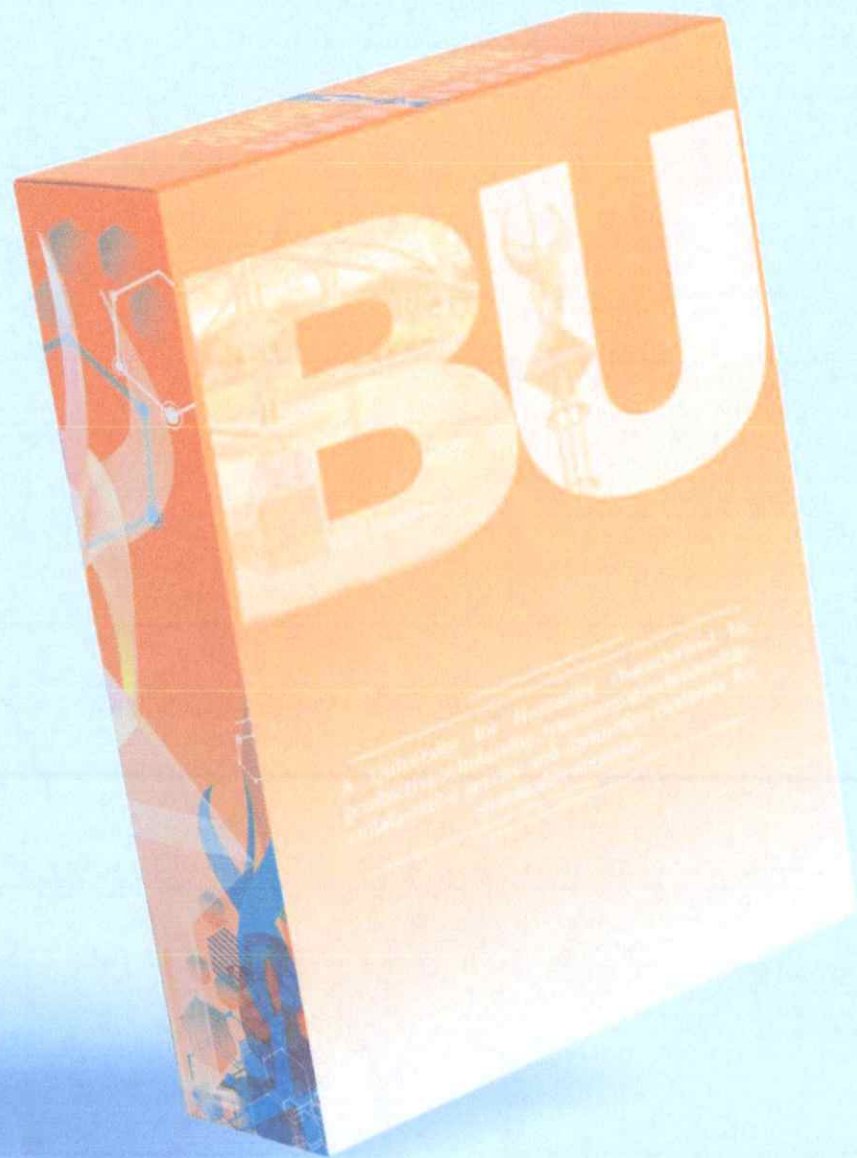


R. Side View



Front Design







**INVESTITURE**  
June 14, 2023

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