



REQUEST FOR QUOTATIONS

Project Title:	Provision of Catering Services for the 53 rd Commencement Exercises on July 7 & 8, 2023		
ABC:	PhP488,875.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	1 lot
Implementing Office/ End-user/s:	URO/ Dr. RAMESIS M. LORINO	Delivery Period/s:	June 29- July 8, 2023
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 (if LCB/SCB)	

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 June 9, 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
 Head, UBAC 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	Catering Services for the 53rd Commencement Exercises on July 7 & 8, 2023 ***PLEASE SEE ATTACHED MENU***			
SERVICE DELIVERY CONDITIONS: 1. Covid-19 Protocol should be strictly observed; 2. Manner of serving: ; time of serving should be properly followed; 3. No use of Styrofoam/Plastic ware; 4. Snacks and sandwiches, Cakes/pasta should be at least 200 grams/serving; viand should be at least 150 grams/serving; Rice – 1 cup regular size					
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity		

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

 Contact numbers/e-mail address

MENU

Dinner for Logistics/Utility Personnel for the venue preparation starting June 29, 2023 to July 6, 2023
Time of Serving: 5:00PM- Delivery @ University Supply Office (50pax)- PACKED

June 29, 2023

Plain rice, Chicken Adobo with Saba, Stir Fry Vegetables. Bottled Water

June 30, 2023

Plain Rice, Pork Caldereta, Fish Fingers, Bottled Water

July 1, 2023

Plain Rice, Seafood Bicol Express, Crispy Fried Tilapia, Bottled Water

July 2, 2023

Plain Rice, Pork Menudo, Fried Fish Fillet, Bottled Water

July 3, 2023

Plain Rice, Grilled Tuna, Chicken Tinutungan with Papaya

July 4, 2023

Plain Rice, Seafood Chopsuey, Breaded Porkchop, Bottled Water

July 5, 2023

Plain Rice, Italian Fish Steak, Pork BBQ, Bottled Water

July 6, 2023

Plain Rice, Spicy Garlic Tofu, Roasted Asian Chicken, Bottled Water

Meals for Logistics/Utility Personnel for the Venue Preparation on July 7 & 8, 2023

Delivery @ University Supply Office (90pax) - PACKED

July 7, 2023

AM snacks (9:00 am)

Toasted Siopao, Tetra pack juice (any flavor)

PM Snacks (3:00 pm)

Tuna Sandwich, Bottled Juice

Dinner (6:00 pm)

Plain Rice, Chicken BBQ, Seafood Chopsuey, Bottled Water

July 8, 2023

AM snacks (9:00 am)

Egg Sandwich, Tetra pack juice (any flavor)

PM Snacks (3:00 pm)

Sinapot, Juice in sealed cup

Dinner (6:00 pm)

Plain Rice, Pork Spareribs, Buttered Mixed Vegetables, Bottled Water

Meals for Security Personnel, NSTP/ROTC & PNP during the Graduation on July 7 & 8, 2023

Delivery @ University Supply Office (100pax)- PACKED

July 7, 2023

AM snacks (9:00 am)

Toasted Siopao, Tetra pack juice (any flavor)

PM Snacks (3:00 pm)

Tuna Sandwich, Bottled Juice

Dinner (6:00 pm)

Plain Rice, Chicken BBQ, Seafood Chopsuey, Bottled Water

July 8, 2023

AM snacks (9:00 am)

Egg Sandwich, Tetra pack juice (any flavor)

PM Snacks (3:00 pm)

Sinapot, Juice in sealed cup

Dinner (6:00 pm)

Plain Rice, Pork Spareribs, Buttered Mixed Vegetables, Bottled Water

PM Snacks And Dinner for BU Officials & Registrars during the Graduation on July 7, 2023

Delivery @ University Library (2nd Floor)

PM Snacks @ 3:00 PM (250 pax) PACKED

Clubhouse Sandwich (3 layers), Fish and Chips, Juice in Can, Bottled Water

(The snacks shall distributed to the BU Officials and Registrars by the waiters)

DINNER @ 6:00PM- (150PAX) ASSISTED BUFFET

Plain Rice
Grilled Pork Spareribs
Beef Stroganoff
Crispy Fried Chicken
Fish Fillet in Sweet & Sour Sauce
Fresh Garden Salad with dressing
Mango Panna Cotta
Fruit Punch

Manpower/Equipment Requirement:

With free flowing purified drinking water
Complete catering equipment; Tables and chairs set-up;
Tables covered with white linens and motif color (light blue), table centerpieces and presidential table

PM snacks and dinner for BU Officials & Registrars during the Graduation on July 8, 2023

Delivery @ University Library (2nd Floor)

PM Snacks @ 3:00 PM - (255 PAX) Packed

Burger, Fish and Chips, Juice in sealed cup, Bottled Water
(The snacks shall distributed to the BU Officials and Registrars by the waiters)

DINNER @ 6:00 PM (150 pax) Assisted Buffet

Plain Rice
Pork lechon with sauce
Beef Tenderloin Tips
Chicken Cordon Bleu
Fish in onion leek sauce
Seafood Chopsuey
Fruity Macaroni Salad
Fresh Cucumber Juice

Manpower/Equipment Requirement:

Service Crew in Uniform, Adherence to COVID-19 Protocols
With free flowing purified drinking water
Complete catering equipment; Tables and chairs set-up;
Tables covered with white linens and motif color (light blue), table centerpieces and presidential table



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:			
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.