



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
Telefax: (052) 830-4310
university-bac@bicol-u.edu.ph

Solicitation # 544-23-AMP

REQUEST FOR QUOTATIONS

Project Title:	Provision of Catering Services Good for 180 Persons for the "Bicol University FY 2024 Work and Financial Planning Workshop" on September 26-28, 2023 at Bicol University, Legazpi City		
ABC:	PhP362,000.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	one lot
Implementing Office/ End-user/s:	PDO / ALWIN JOSEPH M. MACERES	Delivery Period/s:	September 26-28, 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	

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 SEP 18 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
			<u>YES</u>	<u>NO</u>	
1	1-lot	To provide catering services good for 180 persons for the " Bicol University FY 2024 Work and Financial Planning Workshop " on September 26-28, 2023 at Bicol University Legazpi City. **Please see attached details**			
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity		

Printed Name / Signature / T.I.N

Contact numbers/e-mail address



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.

JOB ORDER

J.O. # _____

Date: _____

UNIT	PARTICULARS						
	<p>To provide catering services good for 180 persons for the "Bicol University FY 2024 Work and Financial Planning Workshop" on September 26-28, 2023 at Bicol University Legazpi City.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">DAY 1 (September 26, 2023)</th> <th style="width: 33%; text-align: center;">DAY 2 (September 27, 2023)</th> <th style="width: 33%; text-align: center;">DAY 3 (September 28, 2023)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <p><u>AM Snacks</u> Special Hamburger Fresh Garden Salad House Blend Iced Tea</p> <p><u>Lunch</u> Rice Pumpkin Soup Black Pepper Pork Chicken Galantina Buttered Vegetables</p> <p>Carrot cake Fresh Cucumber Juice</p> <p><u>PM Snack</u> Truffle Cream Pasta Toasted Bread Lemongrass</p> </td> <td style="text-align: center;"> <p><u>AM Snacks</u> Pancit Canton Guisado Chicken Empanada Iced Tea</p> <p><u>Lunch</u> Rice Pork Hamonado Beef Brocoli Mixed Vegetables Fresh Fruit Fresh drinks</p> <p><u>PM Snack</u> Clubhouse Sandwich Cucumber Juice</p> </td> <td style="text-align: center;"> <p><u>AM Snacks</u> Pancit Guisado Ibus Hot chocolate</p> <p><u>Lunch</u> Rice Hototay Soup Beef caldereta Chicken Gordon Blue Pinangat Lemon Tart Red Iced Tea</p> <p><u>PM Snack</u> Carbonara Garlic Bread Iced Tea</p> </td> </tr> </tbody> </table> <p style="text-align: center;">• With skirting tables</p> <p>and chairs</p> <ul style="list-style-type: none"> • Assisted buffet serving • free continuous purified water and freshly brewed coffee (with sugar and creamer) during 08:00AM-05:00PM sessions • Mixed nuts and chips will be serve during the sessions • At least 200g per serving • Provision for COVID 19 Protocols, use gloves/hairnet uniform etc. <p style="text-align: center;">SERVING TIME: AM Snacks - 9:00 am Lunch - 11:00 am PM Snacks - 2:30 pm</p>	DAY 1 (September 26, 2023)	DAY 2 (September 27, 2023)	DAY 3 (September 28, 2023)	<p><u>AM Snacks</u> Special Hamburger Fresh Garden Salad House Blend Iced Tea</p> <p><u>Lunch</u> Rice Pumpkin Soup Black Pepper Pork Chicken Galantina Buttered Vegetables</p> <p>Carrot cake Fresh Cucumber Juice</p> <p><u>PM Snack</u> Truffle Cream Pasta Toasted Bread Lemongrass</p>	<p><u>AM Snacks</u> Pancit Canton Guisado Chicken Empanada Iced Tea</p> <p><u>Lunch</u> Rice Pork Hamonado Beef Brocoli Mixed Vegetables Fresh Fruit Fresh drinks</p> <p><u>PM Snack</u> Clubhouse Sandwich Cucumber Juice</p>	<p><u>AM Snacks</u> Pancit Guisado Ibus Hot chocolate</p> <p><u>Lunch</u> Rice Hototay Soup Beef caldereta Chicken Gordon Blue Pinangat Lemon Tart Red Iced Tea</p> <p><u>PM Snack</u> Carbonara Garlic Bread Iced Tea</p>
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