



BIDS AND AWARDS COMMITTEE  
 BU Cluster 4, BU East Campus  
[bu-cluster4bac@bicol-u.edu.ph](mailto:bu-cluster4bac@bicol-u.edu.ph)  
 CP #: 09690474492

## REQUEST FOR PROPOSAL

Solicitation #: CENG-GDS2023-104

Project Title:	Provision of Catering Services for the BUCENG Activity on December 02 and 09, 2023		
ABC:	Php 100,000.00	Fund Source:	F-164
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	1 lot
Implementing Office/ End-user/s:	BUCENG / Engr. Garry V. Hilutin	Delivery Period/s:	December 02 and 09, 2023
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number <input checked="" type="checkbox"/> DTI/SEC Registration <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 NOV 28 2023, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

**JOEL N. SALES**  
 BAC Chairperson

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/lot	Provision of Catering Services for the BUCENG Activity on December 02 and 09, 2023 <b>Good for 100 pax, individually packed</b> <b>December 02, 2023</b> <b>AM Snack 10 AM</b> Baked mac, Toasted siopao, Tetra pack juice <b>Lunch, 12 NN</b> Rice, Pork humba, Tuna posta with tawsi, Fruit slices, Fresh cucumber-calamansi juice <b>PM Snack, 2:00 PM</b> Champorado, Dilis or tuyo, Fresh tanglad-calamansi juice  <b>December 09, 2023</b> <b>AM Snack, 10:00 AM</b> Spaghetti, Garlic bread, Tetra pack juice <b>Lunch, 12 NN</b> Rice, Chicken tinola with papaya and tanglad, Fried ukoy dilis, Fresh watermelon juice <b>PM Snack, 2:00 PM</b> Ham and cheese sandwich, 1 fruit, Fresh watermelon juice			



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	<b>Inclusion:</b> Free table napkins Individually packed Eating utensils To be delivered on the date & time specified at the venue		
	<b>Service Delivery Conditions:</b> 1. COVID-19 protocol should be strictly observed. 2. Manner of serving: <b>individually packed</b> , time of serving should be properly followed. 3. Free flowing water in a dispenser, brewed coffee with creamer and sugar and mixed nuts per table. 4. No use of styrofoam/plastic ware. 5. 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

Served by/Date: \_\_\_\_\_

## 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 (COD) as delivery or payment term is not allowed per agency Accounting Unit 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**  
 BU Cluster 4, BU East Campus  
[bu-cluster4bac@bicol-u.edu.ph](mailto:bu-cluster4bac@bicol-u.edu.ph)  
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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.



## REQUEST FOR PROPOSAL

### **Provision of Catering Services for the BUCENG Activity on December 02 and 09, 2023**

The Bicol University, through the Corporate Budget for the contract approved by the Board of Regents intends to apply the sum of **One Hundred Thousand Pesos Only (Php 100,000.00)** being the Approved Budget for the Contract to payments for the contract: **Provision of Catering Services for the BUCENG Activity on December 02 and 09, 2023.**

The Bicol University now requests proposals from bonafide suppliers to submit proposals for the **Provision of Catering Services for the BUCENG Activity on December 02 and 09, 2023.**

Procurement will be conducted through Negotiated Procurement– alternative methods of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement, **Negotiated Procurement Section 53.9 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Supplier shall submit proposal on or before NOV 28 2023 12:00 NN to the Cluster IV BAC Secretariat, East Campus, Bicol University, Legazpi City.

Bicol University reserves the right to reject any or all the bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the Bicol University, for and in behalf of the project. Bicol University assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred for the preparation of bids, nor does it guarantee that an award will be made.

For further information, please contact The Cluster IV BAC Secretariat Office, East Campus, Bicol University, Legazpi City 4500.

Approved:

  
**JOEL N. SALES**  
BAC Chairperson