

**BIDS AND AWARDS COMMITTEE**

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
 Mobile No. 09171874046
 Telefax: (052) 830-4310
 university-bac@bicol-u.edu.ph

REQUEST FOR QUOTATIONSSolicitation # 210-24-AMP

Project Title:	Provision of Venue and Catering services for the conduct of GAD 101 for Newly Hired personnel on May 28, 2024, Legazpi City		
ABC:	PhP77,000.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Lease of Real Property and Venue (Section 53.10)	Mode of Evaluation	One lot
Implementing Office/ End-user/s:	HRMDO / JENNIFER T. BARRAMEDA	Delivery Period/s:	May 28, 2024
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number	<input checked="" type="checkbox"/> Income/Business Tax Return <input 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 MAY 28 2024, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

CAROL P. BARRUN

UBAC Secretariat for Goods & Services

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/Price
			YES	NO		
1	1-lot	<p>To Provide Venue and Catering services for the conduct of GAD 101 for Newly Hired personnel on May 28, 2024 from 8:00 am to 5:00 pm with the following specifications: (80 pax)</p> <p>AM Snacks (9:45 am) Pancit guisado, steamed cheese puto, iced cranberry juice</p> <p>Lunch (12:00 pm) Rice, fried fish fillet (no cream dory) beef caldereta, chopsuey with quail eggs, banana</p> <p>PM Snacks (3:00 pm) Ham and cheese sub sandwich, potato chips, cold soda in can</p> <p>Additional inclusions: Complimentary brewed coffee with creamer and sugar, tea, hot and cold water Candies and mixed nuts per table in the afternoon food serving at least 200g/ serving Manner of serving – assisted buffet Service crew in uniform, adherence to health protocols Tables and Chairs for the registration area with complimentary tarpaulin backdrop size 5ft x 6ft Venue – within Daraga or Legazpi City only Fully air-conditioned function hall with restrooms located at the side or back of the venue No viewing obstruction between lecturers and participants with a standby generator set Functional sound system with operator during the event Complimentary use of projector screen Free access to a stable WiFi connection with wide parking space In case of schedule change the end user will inform service provider at least 3 working days before the event</p>				
Delivery Compliance:			TOTAL BID PRICE:			
Payment Term:			Price Validity			

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

Contact numbers/e-mail address



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TERMS & CONDITIONS

- All entries must be typewritten or in BLOCK LETTERS;
- Bidders shall provide correct and accurate information required in this form.
- 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.

- Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
- Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
- 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.
- Cash on Delivery (C.O.D) as payment term is not allowed per agency Accounting Policy.
- 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;
- Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
- 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;
- 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;
- 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;
- 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;
- Proposals and documents shall be submitted on the following address:

The BAC Chairperson
 2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
 (052) 742-5922

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