



WORK ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: August 12 - 15, 2025

Supplier : **RODOLFO MANUEL'S HAPAGKAINAN**
Address : Tarlac McArthur Highway San Roque Tarlac City
TIN : 266-209-213-000
Tel. No. : 0951 957 0576/0912 101 4489

Work Order No.: 2025-161
Date : 8/12/2025
JO No. : 2025-160
Date: 7/30/2025
Mode of Procurement : Small Value Procurement (SVP)
Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work items within **August 12-15, 2025** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<p>PROCUREMENT OF CATERING SERVICES</p> <p>Catering for Newcomers' University Orientation for A.Y. 2025-2026 on August 12 to 15, 2025, (Tuesday to Friday) from 8:00AM to 5:00PM at TSU Gymnasium.</p> <p>MENU</p> <p>August 12, 2025 AM SNACKS: 183 pax (Burger and Drink) LUNCH: 88 pax (Rice, Kare-Kare, and Drink)</p> <p>August 13, 2025 AM SNACKS: 183 pax (Ham and Egg Sandwich and Drink) LUNCH: 88 pax (Rice, Fish Fillet, Buttered Vegetables and Drink)</p> <p>August 14, 2025 AM SNACKS: 183 pax (Lugaw and Egg and Drink) LUNCH: 88 pax (Rice, Pinakbet, Daing na Bangus and Drink)</p> <p>August 15, 2025 AM SNACKS: 183 pax (Burger and Drink) LUNCH: 88 pax (Rice, Pork BBQ, Mixed Vegetables and Drink)</p> <p>*****</p>	107,600.00	107,600.00



In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuituos event/s or changes in law, and national government policies.

Conforme:

Very truly yours,

MANU D. BIRAGSIV
Signature over Printed Name of Supplier
8/12/25
Date

DR. ARNOLD E. VELASCO
President
Authorized Official

Fund Cluster : _____
Funds Available : _____

ORS/BURS No. : 02-706441-7025-06-2025
Date of the ORS/BURS: Aug 13, 2025
Amount : 107,600.00

JASPER M. TAUDER, CPA
Budget Officer



NOA #:2025-540

Republic of the Philippines
TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac city
Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

NOTICE OF AWARD

August 12, 2025

MR. JOHNRIEL S. TAGUIAM
RODOLFO MANUEL'S HAPAGKAINAN
Tarlac McArthur Highway San Roque Tarlac City

Dear Mr. Taguiam,

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of **RODOLFO MANUEL'S HAPAGKAINAN** for the project: **PROCUREMENT OF CATERING SERVICES** contained in JO# 2025-160 with an amount equivalent to **One Hundred Seven Thousand Six Hundred Pesos (Php. 107,600.00)**, has been accepted.

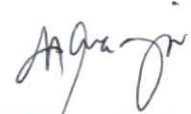
You are therefore required to deliver the work on **August 12-15, 2025** upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,


DR. ARNOLD E. VELASCO
President

Conforme:


MR. JOHNRIEL S. TAGUIAM
RODOLFO MANUEL'S HAPAGKAINAN
Tarlac McArthur Highway San Roque Tarlac City
Date: 8/12/25

BAC RESOLUTION NO. GS351-2025
PROCUREMENT OF CATERING SERVICES



**BAC Resolution Recommending the Award of Contract
via Small Value Procurement**

RESOLUTION NO. GS351-2025

WHEREAS the Tarlac State University (TSU) **STUDENT AFFAIRS SERVICES (SAS)** prepared the specifications for the procurement of the project: **PROCUREMENT OF CATERING SERVICES** per J.O. No. 2025-160 with an Approved Budget for the Contract (ABC) of ₱ **107,700.00**.

WHEREAS, the approved mode of procurement for the project, as indicated in the Annual Procurement Program for Fiscal Year 2025, was Small Value Procurement.

WHEREAS, on August 1, 2025, the Bids and Awards Committee (BAC) posted/published the Request for Quotation for the said project in the TSU website, PhilGEPS, and conspicuous places at the premises of the University continuously for 3 days.

WHEREAS, three (3) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NO.	RODOLFO MANUEL'S HAPAG KAINAN	MOTHERS INFINITE ABUNDANCE CORP	OLIVER CASTILLO KITCHEN
1	107,600.00	107,700.00	125,000.00
TOTAL AWARDED	107,600.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **RODOLFO MANUEL'S HAPAG KAINAN** has the lowest calculated quotation and its quotation complied with all the requirements for Item No. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- a. to declare the Quotation of **RODOLFO MANUEL'S HAPAG KAINAN** for Item No. 1 of the project: **PROCUREMENT OF CATERING SERVICES** as the Lowest Calculated

and Responsive Quotation with the price of **ONE HUNDRED SEVEN THOUSAND SIX HUNDRED PESOS (₱ 107,600.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **RODOLFO MANUEL'S HAPAG KAINAN** for Item No. 1 of the project: **PROCUREMENT OF CATERING SERVICES**

RESOLVED, at Tarlac State University, this **8th** day of **August 2025**.


WILMARK J. RAMOS
Chairperson

OB
GRACE N. ROSETE
Vice Chairperson


RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


OLIVER G. CURA
Member/ End-User

Approved:


DR. ARNOLDE. VELASCO
President



**BAC Resolution Recommending the Award of Contract
via Small Value Procurement**

RESOLUTION NO. GS351-2025

WHEREAS the Tarlac State University (TSU) **STUDENT AFFAIRS SERVICES (SAS)** prepared the specifications for the procurement of the project: **PROCUREMENT OF CATERING SERVICES** per J.O. No. 2025-160 with an Approved Budget for the Contract (ABC) of **₱ 107,700.00**.

WHEREAS, the approved mode of procurement for the project, as indicated in the Annual Procurement Program for Fiscal Year 2025, was Small Value Procurement.

WHEREAS, on August 1, 2025, the Bids and Awards Committee (BAC) posted/published the Request for Quotation for the said project in the TSU website, PhilGEPS, and conspicuous places at the premises of the University continuously for 3 days.

WHEREAS, three (3) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

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TOTAL AWARDED	107,600.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **RODOLFO MANUEL'S HAPAG KAINAN** has the lowest calculated quotation and its quotation complied with all the requirements for Item No. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- a. to declare the Quotation of **RODOLFO MANUEL'S HAPAG KAINAN** for Item No. 1 of the project: **PROCUREMENT OF CATERING SERVICES** as the Lowest Calculated

and Responsive Quotation with the price of **ONE HUNDRED SEVEN THOUSAND SIX HUNDRED PESOS (₱ 107,600.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **RODOLFO MANUEL'S HAPAG KAINAN** for Item No. 1 of the project: **PROCUREMENT OF CATERING SERVICES**

RESOLVED, at Tarlac State University, this **8th** day of **August 2025**.


WILMARK J. RAMOS
Chairperson

03
GRACE N. ROSETE
Vice Chairperson


RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member

Upa
OLIVER G. CURA
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



ABSTRACT OF QUOTATIONS

P.R./J.O. No.: 2025-160
RFQ: 371-2025
ABC: 107,700.00
Name of the Project: PROCUREMENT OF CATERING SERVICES
End-user: SAS-GCU

Date: 8/8/2025
Abstract No.: 364

Table with 5 columns: ITEM NO., NAME OF SUPPLIERS (RODOLFO MANUEL'S HAPAG KAINAN, MOTHERS INFINITE ABUNDANCE CORP, OLIVER CASTILLO KITCHEN), ITEM DESCRIPTION, and ABC (TOTAL COST). Item 1 details catering services for August 12-15, 2025.

Canvass Retrieved by: Rico Teodoro

Action/Recommendation of the Bids and Awards Committee:

AWARDED:

*Item No. 1 is awarded to RODOLFO MANUEL'S HAPAG KAINAN.:Lowest Calculated Responsive Quotation.

Signatures of Wilmark J. Ramos (Chairperson), Theda Flare G. Quilala (Member), and Rico G. Tomas (Member).

Signatures of Grace N. Rosete (Vice Chairperson), Jasper A. Yauder (Member), and Oliver G. Cura (Member/End-User).

Prepared by:

Signature of Mark Anthony T. Labit (Canvasser)



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: 2025-160
 RFQ: 371-2025
 ABC: 107,700.00
PROCUREMENT OF CATERING
 Name of the Project: SERVICES
 End-user: SAS-GCU

Date: 8/6/2025

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	RODOLFO MANUEL'S HAPAG KAINAN	MOTHERS INFINITE ABUNDANCE CORP	OLIVER CASTILLO KITCHEN		
1	107,600.00	107,700.00	125,000.00	<p>PROCUREMENT OF CATERING SERVICES</p> <p>Catering for Newcomers' University Orientation for A.Y. 2025-2026 on August 12 to 15, 2025, (Tuesday to Friday) from 8:00AM to 5:00PM at TSU Gymnasium.</p> <p>MENU</p> <p>August 12, 2025 AM SNACKS - 183 pax (Burger and Drink) LUNCH - 88 pax (Rice, Kare-Kare, and Drink)</p> <p>August 13, 2025 AM SNACKS - 183 pax (Ham and Egg Sandwich and Drink) LUNCH - 88 pax (Rice, Fish Fillet, Buttered Vegetables and Drink)</p> <p>August 14, 2025 AM SNACKS - 183 pax (Lugaw and Egg and Drink) LUNCH - 88 pax (Rice, Pinakbet, Daing na Bangus and Drink)</p> <p>August 15, 2025 AM SNACKS - 183 pax (Burger and Drink) LUNCH - 88 pax (Rice, Pork BBQ, Mixed Vegetables and Drink)</p>	107,700.00

Prepared By:

Mark Anthony T. Labit

Canvasser

Date: 8/6/2025

Eligibility Checked By:

TWG - Goods & Services

Date:

Evaluated By:

TWG - Technical/End-User

Date:



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS
(Alternative Mode of Procurement)

Types of Project:

- Goods and Services
- Infrastructure Projects
- Consultancy

RODOLFO MANUEL'S HAPAGKATJAN

ELIGIBILITY AND TECHNICAL REQUIREMENTS

Tick box if PRESENT	I. Eligibility Components
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>DIRECT CONTRACTING</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Income Tax/Business Tax Return for the project with ABC above P500,000.00 5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SHOPPING</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>EMERGENCY CASES</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Income Tax/Business Tax Return for the project with ABC above P500,000.00 4. NFCC Computation for the project with ABC above P500,000.00 (Infra) 5. Valid PCAB License (Infra) 6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)

TAKE OVER CONTRACTS

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Copy of PhilGEPS Registration (Red and Platinum)
5. Income Tax/Business Tax Return for the project with ABC above P500,000.00
6. NFCC Computation (Infra)
7. Valid PCAB License (Infra)
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

ADJACENT/CONTIGUOUS

1. Valid PCAB License (Infra)
2. NFCC Computation (Infra)

SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

HIGHLY TECHNICAL CONSULTANT

1. Professional License/Curriculum Vitae (Consulting Services)
2. Copy of PhilGEPS Registration (Red and Platinum)
3. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

SMALL VALUE PROCUREMENT

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Professional License/Curriculum Vitae (Consulting Services)
5. Valid PCAB License (Infra)
6. Income/Business Tax Return
7. Omnibus Sworn Statement
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

LEASE OF REAL PROPERTY OR VENUE

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Income/Business Tax Return (except for government agencies as lessors)
5. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

Eligible

In-Eligible

Checked/Reviewed by:



Date:

Technical Working Group



REQUEST FOR QUOTATION (RFQ) No. 371-2025

Procurement Unit

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Purchase Request No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2025-160 (SAS-GCU)	PROCUREMENT OF CATERING SERVICES	107,700.00
<i>Purpose: For Newcomer's University Orientation for A.Y. 2025-2026 on August 12 - 15, 2025.</i>		

Philgeps Posting: Active Date: 8/11/25
Closing Date: 8/15/25

Category: CATERING SERVICES
Reference No.: 12270 RP

Interested suppliers are required to submit the following documents:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Valid and Current Mayor's / Business Permit | <input type="checkbox"/> Latest Income / Business Tax Return |
| <input checked="" type="checkbox"/> Proof of PhilGeps Registration | <input checked="" type="checkbox"/> Omnibus Sworn Statement |
| <input type="checkbox"/> With Physical Store | <input type="checkbox"/> Brochure, if applicable |
| <input type="checkbox"/> FDA, if applicable | <input type="checkbox"/> Sample, if applicable |

TSU Condition of Sale:

- Delivery Schedule: 4 calendar days from receipt of approved PO/ITP
- Bid Validity: 60 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expendable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1-2) and eligibility documents is not later than 8/15/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at tsucanvassing@gmail.com (045) 606-8110.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

MENCHIE DG. ABELLAR
Head, Procurement Unit

PRICE QUOTATION

Date: 07/31/2025
 RFQ No. 371-2025
 PR No. 2025-160 (SAS-GCU)

The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	lot	PROCUREMENT OF CATERING SERVICES			
		Catering for Newcomers' University Orientation for A.Y. 2025-2026 on August 12 to 15, 2025, (Tuesday to Friday) from 8:00AM to 5:00PM at TSU Gymnasium.			
		MENU			
		August 12, 2025 AM SNACKS - 183 pax (Burger and Drink) LUNCH - 88 pax (Rice, Kare-Kare, and Drink)			
		August 13, 2025 AM SNACKS - 183 pax (Ham and Egg Sandwich and Drink) LUNCH - 88 pax (Rice, Fish Fillet, Buttered Vegetables and Drink)	1	₱107,600	₱107,600.00
		August 14, 2025 AM SNACKS - 183 pax (Lugaw and Egg and Drink) LUNCH - 88 pax (Rice, Pina'kbet, Daing na Bangus and Drink)			
August 15, 2025 AM SNACKS - 183 pax (Burger and Drink) LUNCH - 88 pax (Rice, Pork BBQ, Mixed Vegetables and Drink)					

Warranty _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature _____

Printed Name _____

Date _____

Company Name Registered _____

E-mail Address _____

Contact no. _____

JOHNRIEL S. TAGUAM
8/5/25
RODOLFO MAMUEL'S HARAGKAINAN
opagrestaurant@gmail.com
0912 1014489

BANK DETAILS:

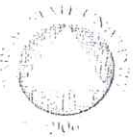
Bank Name _____

Bank Address _____

Bank Account Name _____

Bank Account Number _____

LANDBANK OF THE PHILIPPINES
TARLAC CITY, TARLAC
RODOLFO JR. LUANAN MAMUEL (RODOLFO MAMUEL'S HARAG KAINAN)
6071380196



REQUEST FOR QUOTATION (RFQ) No. 371-2025

Procurement Unit

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The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Purchase Request No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2025-160 (SAS-GCU)	PROCUREMENT OF CATERING SERVICES	107,700.00
Purpose: For Newcomer's University Orientation for A.Y. 2025-2026 on August 12 - 15, 2025.		

Philgeps Posting: Active Date: 8/1/25 Closing Date: 8/15/25 Category: CATERING SERVICES Reference No.: 12275713

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- With Physical Store
- FDA, if applicable
- Latest Income / Business Tax Return
- Omnibus Sworn Statement
- Brochure, if applicable
- Sample, if applicable

TSU Condition of Sale:

1. Delivery Schedule: 4 calendar days from receipt of approved PO/ITP
2. Bid Validity: 60 calendar days from submission of bids
3. Delivery Site: Supply and Property Management Unit, Tarlac State University (045) 606-8159 / (045) 982-2605
4. Warranty shall be for a period minimum of three (3) months of expendable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

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The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


MENCHIE DG. ABELLAR
 Head, Procurement Unit

Tessie's Grills & Roasters

RESTAURANT & EVENTS PLACE

Tarlac State University,

₱107,700.00

August 12, 2025
PACKED MEALS

AM SNACKS 183PAX:

Burger
Bottled juice

LUNCH 88PAX

Rice
Bagnet kare-kare
Bottled water

August 14, 2025
PACKED MEALS

AM SNACKS 183PAX:

Lugaw with egg
Bottled juice

LUNCH 88PAX

Rice
Pinakbet
Daing na bangus
Bottled water

August 13, 2025
PACKED MEALS

AM SNACKS 183PAX:

Ham & egg sandwich
Bottled juice

LUNCH 88PAX

Rice
Fish fillet with Tartar
Buttered mix vegetables
Bottled water

August 15, 2025
PACKED MEALS

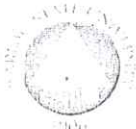
Q-stake
AM SNACKS 183PAX:

Burger
Bottled juice

LUNCH 88PAX

Rice
Pork BBQ
Chopsuey vegetarian
Bottled water





REQUEST FOR QUOTATION (RFQ) No. 371-2025

Procurement Unit

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Purpose: For Newcomer's University Orientation for A.Y. 2025-2026 on August 12 - 15, 2025.		

Philgeps Posting: Active Date: 8/1/25 Closing Date: 8/5/25 Category: CATERING SERVICES Reference No.: 1227013

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- With Physical Store
- FDA, if applicable
- Latest Income / Business Tax Return
- Omnibus Sworn Statement
- Brochure, if applicable
- Sample, if applicable

TSU Condition of Sale:

- Delivery Schedule: 4 calendar days from receipt of approved PO/NTP
- Bid Validity: 60 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University (045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expendable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1-2) and eligibility documents is not later than 8/5/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com (045) 606-8110.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


MENCHIE DG. ABELLAR
 Head, Procurement Unit

PRICE QUOTATION

Date: 07/31/2025
 RFQ No. 371-2025
 PR No. 2025-160 (SAS-GCU)

The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	lot	PROCUREMENT OF CATERING SERVICES	1		25,060
		Catering for Newcomers' University Orientation for A.Y. 2025-2026 on August 12 to 15, 2025, (Tuesday to Friday) from 8:00AM to 5:00PM at TSU Gymnasium.			
		MENU			
		August 12, 2025 AM SNACKS - 183 pax (Burger and Drink) - 2 sliced <i>crab sandwich</i> LUNCH - 88 pax (Rice, Kare-Kare, and Drink)			
		August 13, 2025 <i>Chicken Sand.</i> AM SNACKS - 183 pax (Ham and Egg Sandwich and Drink) LUNCH - 88 pax (Rice, Fish Fillet, Buttered Vegetables and Drink)			
		August 14, 2025 AM SNACKS - 183 pax (Lugaw and Egg and Drink) LUNCH - 88 pax (Rice, Pinakbet, Daing na Bangus and Drink)			
August 15, 2025 AM SNACKS - 183 pax (Burger and Drink) LUNCH - 88 pax (Rice, Pork BBQ, Mixed Vegetables and Drink)					

Warranty _____
 The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: *[Signature]*
 Printed Name: CHARITY FERNANDEZ
 Date: AUG 5, 25
 Company Name Registered: OLIVER CASTILLO KITCHEN
 E-mail Address: _____
 Contact no.: 0939 7189191

Q 8/6/25

BANK DETAILS:

Bank Name: _____
 Bank Address: _____
 Bank Account Name: _____
 Bank Account Number: _____

MENU

August 12, 2024 (Tuesday)	
AM Snacks	-Drink -Burger
Lunch	-Drink -Rice -Kare-Kare
August 13, 2024 (Wednesday)	
AM Snacks	-Drink -Ham and egg sandwich
Lunch	-Drink -Rice -Fish fillet -Buttered vegetables
August 14, 2024 (Thursday)	
AM Snacks	-Drink -Lugaw with egg
Lunch	-Drink -Rice -Pinakbet -Daing na bangus
August 15, 2024 (Friday)	
AM Snacks	-Drink -Burger
Lunch	-Drink -Rice -Pork BBQ -Mixed vegetables



July 4, 2025

DR. ARNOLD E. VELASCO
 President
 This University

Sir:

Blessed greetings!

The Student Affairs and Services, in direct coordination with the Guidance and Counseling Unit under Student Welfare Services, will be conducting an Orientation for our incoming college and laboratory school students with their parents and guardians for Academic Year 2025-2026.

The Office of Student Affairs and Services supports the Guidance and Counseling Unit in organizing and facilitating this orientation which is one of the major information services given to our bonafide students and is part of the Comprehensive Guidance and Counseling Program for colleges and laboratory school. The purpose of the said activity is to familiarize incoming students, parents, and guardians with the University policies, services, and programs, as well as to introduce the different offices, colleges, and key officials of the University.

For this reason, we would like to ask your approval as we conduct this activity on August 1, 2025 (Friday) from 8:00 AM – 5:00 PM for Laboratory School Incoming Grade 7 and 11 students and Parent Orientation, to be held at 5th floor, Priscilla Hall, TSU Hostel and on August 5 to 8, 2025 (Tuesday – Friday) from 8:00 AM – 5:00 PM for College First Year Orientation, to be held at the TSU Gymnasium.

In line with this letter, we kindly request your approval in allowing us to utilize the 5th floor, Priscilla Hall, TSU Hostel on August 1, 2025 (Friday) from 8:00AM to 5:00PM with utilities included and be free of charge for us to conveniently and fully welcome our students and guests.

Likewise, may we also request your approval of the attached proposed budgetary requirement for the said event. Below are the attached proposed budgetary requirements needed to conduct the annual orientation for Tarlac State University, Laboratory School students with their parents and/or guardians.

LABORATORY SCHOOL ORIENTATION FOR INCOMING GRADE 7 AND 11 - August 1, 2025		
Particulars	Quantity	Total
LED Wall, Sound System, and Lights (Rent)		Php 25,000.00
Meal Snacks (AM Snacks & Lunch)	AM Snacks (121 Pax) (121*75)	Php 9,075.00
	Lunch (64 Pax) (64*150)	Php 9,600.00
TOTAL:		Php 43,675.00

Breakdown (AM and PM Snacks)

Office	Pax	Office	Pax
Office of University President	1	Guidance and Counseling Unit	13
Office of Vice President for Academic Affairs	1	Office of University Health Services	2
Deans, Principal, Faculty, & Staff	15	Office of Public Affairs	4
TSU Chorale	20	TSU Office Representatives	5
SAS Director & Assistant Directors	5	Supreme Student Government	13
SAS Unit Heads	10	Safety Officers and Medical Assistants	2
TSU Lab School Music Club	15	TSU Lab School Dance Club	15
		Total:	121

TSU GUIDANCE AND COUNSELING UNIT
CERTIFIED TRUE COPY

SIGNATURE: OWEN R. LUNA
 DATE: JUL 10 2025



Breakdown (Lunch)

Office	Pax	Office	Pax
Deans, Principal, Faculty, & Staff	15	Office of Public Affairs	4
SAS Director & Assistant Directors	5	TSU Office Representatives	5
SAS Unit Heads	8	Supreme Student Government	13
Guidance and Counseling Unit	12	Safety Officers and Medical Assistants	2
			Total : 64

Below are the attached proposed budgetary requirements needed to conduct the University Newcomers' Orientation for college students.

COLLEGE FIRST YEAR ORIENTATION August 5 to 8, 2025			
Particulars	No. of Sessions	Quantity	Total
LED Wall, Sound System, and Lights (Rental)	4 Sessions		Php 100,000.00
Meals/Snacks (AM Snacks & Lunch)	4 Sessions	AM Snacks (183 Pax) (183*75) x 4 days	Php 54,900.00
		Lunch (88 Pax) (88*150) x 4 days	Php 52,800.00
TOTAL:			Php 207,700.00

Breakdown (AM Snacks)

Office	Pax	Office	Pax
Office of University President	1	Office of Admission and Registration	2
VPAA, VPA, & VPRDE	3	Office of Management Information System	2
Deans & Associate Deans	8	Office of Library Management and Services	2
TSU Council	30	Office of University Health Services	2
Performing Arts	40	Office of Public Affairs	4
SAS Director & Assistant Directors	5	University Guest Speakers	5
SAS Unit Heads	8	Student Councils (Supreme & Colleges)	9
Guidance and Counseling Unit	12	Peer Facilitators	5
TEAM Staff	4	Safety Officers and Medical Assistants	5
CEJPS Staff	3	CCIE Martials	10
EED Staff	1	Utility and Security	7
SAS Staff (ISPS, SDS, SWS, RARU, & GIP)	15		
			Total : 183

Breakdown (Lunch)

Office	Pax	Office	Pax
SAS Director & Assistant Director	5	Student Councils Supreme & Colleges	9
SAS Unit Heads	8	Office of Public Affairs	4
Guidance and Counseling Unit	12	Peer Facilitators	5
TEAM Staff	4	Safety Officers and Medical Assistants	5
CEJPS Staff	3	CCIE Martials	10
EED Staff	1	Utility and Security	7
SAS Staff (ISPS, SDS, SWS, RARU, & GIP)	15		
			Total : 89

We are hoping for your approval regarding this matter. Thank you and God bless!

Sincerely yours,

[Signature]
DR. DIVER G. CURA
 Unit Head, Guidance and Counseling Unit

[Signature]
DR. ROSANNA E. PABLICO
 Asst. Director, Student Welfare Services



Noted:

A
Atty. GUEROLD C. BENITEZ
 Director, Student Affairs and Services

Funds Available: **(P201,095)**

Mr. JOHN ERWIN C. PANLILIO
 Director, Finance Office
change to guidance funds.

Recommending Approval:

Dr. AGNES M. MACARAEG
 Vice President, Academic Affairs

Atty. WILMARK J. RAMOS
 Vice President, Administration

Approved:

[Signature]
DR. ARNOLD E. VELASCO
 President

ACTIVITY	UNIT	QTY	UNIT COST	TOTAL	ACTIVITY	UNIT	QTY	TOTAL	ACTIVITY	UNIT	QTY	TOTAL
TESTING MATERIALS, EDUCATIONAL MATERIAL PURCHASE, PAPER, 20 Pack	lot	1	15,000.00	15,000.00	TESTING MATERIALS, ANSWER SHEETS /5 Manual w/it Scoring (2025)	lot	1	15,000.00	TESTING MATERIALS, ANSWER SHEETS 50/pkg (2025)	pack	40	1,000.00
TESTING MATERIALS, ANSWER SHEETS 50/pkg (2025)	pack	40	1,000.00	1,000.00	TESTING MATERIALS, SRA-Survey of Interpersonal Values 25/pkg (2025)	pack	50	1,000.00	TESTING MATERIALS, SRA-Survey of Interpersonal Values 25/pkg (2025)	pack	50	1,000.00
Seminars, Trainings and Programs												
ACTIVITY, Career Ambassadors and Career Coordinators Training (2025)	lot	1	15,000.00	15,000.00	ACTIVITY, Career Day/Meal (CEJPS & LAB School) (2025)	lot	1	20,000.00	ACTIVITY, Career Development Series (2025)	lot	5	12,000.00
ACTIVITY, Career Day/Meal (CEJPS & LAB School) (2025)	lot	1	20,000.00	20,000.00	ACTIVITY, Career Development Series (2025)	lot	5	12,000.00	ACTIVITY, Career Fair (2025)	lot	1	120,000.00
ACTIVITY, Career Development Series (2025)	lot	5	12,000.00	12,000.00	ACTIVITY, Career Fair (2025)	lot	1	120,000.00	ACTIVITY, College Love, Courtnship and Relationship (2025)	lot	1	140,000.00
ACTIVITY, Career Fair (2025)	lot	1	120,000.00	120,000.00	ACTIVITY, College Love, Courtnship and Relationship (2025)	lot	1	140,000.00	ACTIVITY, Culminating Activity, On-the-Job Training (2025)	lot	1	15,000.00
ACTIVITY, College Love, Courtnship and Relationship (2025)	lot	1	140,000.00	140,000.00	ACTIVITY, Culminating Activity, On-the-Job Training (2025)	lot	1	15,000.00	ACTIVITY, Economic and Enterprise Development Student Organization and Council's Orientation (Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	50,000.00
ACTIVITY, Culminating Activity, On-the-Job Training (2025)	lot	1	15,000.00	15,000.00	ACTIVITY, Economic and Enterprise Development Student Organization and Council's Orientation (Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	50,000.00	ACTIVITY, Economic and Financial Literacy Week Competition, (RA 10922) Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit (2025)	lot	1	375,000.00
ACTIVITY, Economic and Enterprise Development Student Organization and Council's Orientation (Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	50,000.00	50,000.00	ACTIVITY, Economic and Financial Literacy Week Competition, (RA 10922) Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit (2025)	lot	1	375,000.00	ACTIVITY, Equimental Reflection (Colleges and Lab School) - SALT (2025)	lot	1	400,000.00
ACTIVITY, Economic and Financial Literacy Week Competition, (RA 10922) Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit (2025)	lot	1	375,000.00	375,000.00	ACTIVITY, Equimental Reflection (Colleges and Lab School) - SALT (2025)	lot	1	400,000.00	ACTIVITY, Financial Literacy Seminar (Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00
ACTIVITY, Equimental Reflection (Colleges and Lab School) - SALT (2025)	lot	1	400,000.00	400,000.00	ACTIVITY, Financial Literacy Seminar (Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00	ACTIVITY, First Year Orientation (2025)	lot	1	250,000.00
ACTIVITY, Financial Literacy Seminar (Venue, Sound System with Light Led, Polo/Shift for Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00	190,000.00	ACTIVITY, First Year Orientation (2025)	lot	1	250,000.00	ACTIVITY, Gratitude Week with Industry Partners (2025)	lot	1	20,000.00
ACTIVITY, First Year Orientation (2025)	lot	1	250,000.00	250,000.00	ACTIVITY, Gratitude Week with Industry Partners (2025)	lot	1	20,000.00	ACTIVITY, In-Service Training for Career Specialist (2025)	lot	1	20,000.00
ACTIVITY, Gratitude Week with Industry Partners (2025)	lot	1	20,000.00	20,000.00	ACTIVITY, In-Service Training for Career Specialist (2025)	lot	1	20,000.00	ACTIVITY, In-Service/Advanced/ Specialized Training (2025)	lot	1	100,000.00
ACTIVITY, In-Service Training for Career Specialist (2025)	lot	1	20,000.00	20,000.00	ACTIVITY, In-Service/Advanced/ Specialized Training (2025)	lot	1	100,000.00	ACTIVITY, Investment Decision Making Capacity Building (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00
ACTIVITY, In-Service/Advanced/ Specialized Training (2025)	lot	1	100,000.00	100,000.00	ACTIVITY, Investment Decision Making Capacity Building (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00	ACTIVITY, Local Recruitment Activity (2025)	lot	4	8,000.00
ACTIVITY, Investment Decision Making Capacity Building (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	190,000.00	190,000.00	ACTIVITY, Local Recruitment Activity (2025)	lot	4	8,000.00	ACTIVITY, Mental Health Seminar (2025)	lot	1	200,000.00
ACTIVITY, Local Recruitment Activity (2025)	lot	4	8,000.00	8,000.00	ACTIVITY, Mental Health Seminar (2025)	lot	1	200,000.00	ACTIVITY, Orientation Training for Staffs and Volunteers (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	80,000.00
ACTIVITY, Mental Health Seminar (2025)	lot	1	200,000.00	200,000.00	ACTIVITY, Orientation Training for Staffs and Volunteers (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	80,000.00	ACTIVITY, Peer Facilitation/ Training (2025)	lot	1	100,000.00
ACTIVITY, Orientation Training for Staffs and Volunteers (Venue, Sound System with Light Led, Polo/Shift of Staffs and Volunteers, Meals, Seminar Kit) (2025)	lot	1	80,000.00	80,000.00	ACTIVITY, Peer Facilitation/ Training (2025)	lot	1	100,000.00	ACTIVITY, Personality Development (2025)	lot	1	200,000.00
ACTIVITY, Peer Facilitation/ Training (2025)	lot	1	100,000.00	100,000.00	ACTIVITY, Personality Development (2025)	lot	1	200,000.00	ACTIVITY, Pre-employment and Labor Education for Graduating Students (2025)	lot	2	20,000.00
ACTIVITY, Personality Development (2025)	lot	1	200,000.00	200,000.00	ACTIVITY, Pre-employment and Labor Education for Graduating Students (2025)	lot	2	20,000.00				