



# REQUEST FOR QUOTATION (RFQ) No. 269-2022

## 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
2022-093 (ARO)	LABOR & MATERIALS: CATERING SERVICES	276,225.00

Purpose:

Philgeps Posting: Active Date: 6/3/22 Closing Date: 6/7/22 Category: Catering Services Reference No.: 8724247

Interested suppliers are required to submit the following documents:

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

TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 20 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) and eligibility documents is not later than 6/7/22 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.com) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@yahoo.com) / [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.com)

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.

**CARLOTA M. MARCOS**  
Head, Procurement Unit

**PRICE QUOTATION**

Date: 6/2/22  
 RFQ No. 269-2022  
 PR No. 2022-093 (ARO)

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	<b>LABOR &amp; MATERIALS: CATERING SERVICES</b>	1		
		for Graduation Rehersal on July 12-15, 2022, Baccalaureate Services on July 18, 2022 & 33rd Commencement Exercises on July 19-22, 2022 @ TSU VIP Lounge			
		<b>July 12, 2022 - AM Graduation Rehersal</b>			
		Snacks 30 packs - Chichen Sandwich, Mineral water			
		<b>July 12, 2022 - PM Graduation Rehersal</b>			
		Snacks 30 packs - Ensaymada, Soda			
		<b>July 13, 2022 - AM Graduation Rehersal</b>			
		Snacks 30 packs - Ham Sandwich, Mineral water			
		<b>July 13, 2022 - PM Graduation Rehersal</b>			
		Snacks 30 packs - Ensaymada, Soda			
		<b>July 14, 2022 - AM Graduation Rehersal</b>			
		Snacks 30 packs - Ham Sandwich, Mineral water			
		<b>July 14, 2022 - PM Graduation Rehersal</b>			
		Snacks 30 packs - Ensaymada, Soda			
		<b>July 15, 2022 - AM Graduation Rehersal</b>			
Snacks 30 packs - Ham Sandwich, Mineral water					
<b>July 15, 2022 - PM Graduation Rehersal</b>					
Snacks 30 packs - Ensaymada, Soda					

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. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_

**PRICE QUOTATION**

Date: 6/2/22  
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 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
		<b>July 18, 2022 - Baccalaurete Services</b>			
		<b>Breakfast (Buffet Style, 23pax)</b>			
		Fried Rice, Daing na Bangus, Salted Egg, Tomato, Fried Eggplant, Coffee			
		<b>Lunch (Buffet Style, 41pax)</b>			
		Steam Rice, Beef Caldereta, Chop-suey, Lechon Manok, Buko Pandan, Water			
		<b>Pack Lunch (5pax)</b>			
		Steam Rice, Pork Adobo, Mineral Water			
		Fruits			
		<b>July 19, 2022 - AM Graduation</b>			
		<b>Breakfast (Buffet Style, 26pax)</b>			
		Puto Moncada, Sotanghon w/ sabaw, Kalamay, Coffee/Milo			
		Special Dish - Buttered Shrimp			
		Fruits			
		Pika-pika (14pax) - cookies, water (w/ goblet)			
		<b>Lunch (Buffet Style, 70pax)</b>			
		Steam Rice, Special Pinakbet, Lechon Kawali, Dry Chicken Adobo, Dessert, Buko Juice			
		<b>Pack Lunch (63pax)</b>			
		Steam Rice, Pork Caldereta, Mineral Water			
		Guest Token - Rebel Bar (2 kinds)			
		Mineral Water (22pcs) for security guard			

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. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_

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 (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
		<b>July 19, 2022 - PM Graduation</b>			
		Pika-pika (14pax) - fruits, water (w/ goblet)			
		<b>Early Dinner (Buffet Style, 55pax)</b>			
		Steam Rice, Braised Chicken, Mixed Vegetables, Beef Teriyaki, cookies, Iced Tea			
		<b>Pack Early Dinner (63pax)</b>			
		Steam Rice, Chicken Adobo, Mineral Water			
		Fruits			
		Guest Token - Rebel Bar (2 kinds)			
		<b>July 20, 2022 - AM Graduation</b>			
		<b>Breakfast (Buffet Style, 28pax)</b>			
		Arroz Caldo w/ Chicken Strips, Tokwat-Baboy, Coffee			
		Fruits			
		Special Dish - Sweet & Sour Lapu-Lapu			
		Pika-pika (14pax) - fruits, water (w/ goblet)			
		<b>Lunch (Buffet Style, 65pax)</b>			
		Steam Rice, Korean Beef, Cordon Bleu, Chop-Suey, Buko Pandan, Soda			
		<b>Pack Lunch (63pax)</b>			
		Steam Rice, Menudo, Mineral Water			
		Guest Token - Empanada (asiong)			
		Mineral Water (21pcs) for security guard			

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. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
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 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<b>July 20, 2022 PM Graduation</b>			
		<b>Early Dinner (Buffet Style, 54pax)</b>			
		Steam Rice, Pork Salpicao, Fried Chicken, Buttered Vegetables, Camote Que, Water			
		Stage Food (14pax) - Fruits & Water (w/ goblet)			
		<b>Pack Early Dinner (65pax)</b>			
		Steam Rice, Fried Chicken, Mineral Water			
		Fruits			
		Guest Token - Rebel Bar (2 kinds)			
		<b>July 21, 2022 AM Graduation</b>			
		<b>Breakfast (Buffet Style, 25pax)</b>			
		Fried Rice, Longganisa, Salted Egg, Fried Eggplant, Camote Que, Coffee			
		Fruits			
		Stage Food (14pax) - Fruits & Water (w/ goblet)			
		<b>Lunch (Buffet Style, 64pax)</b>			
		Steam Rice, Braised Chicken, Fish Fillet w/ Tartar Sauce, Chop-Suey, Rice Cake, Iced Tea			
		<b>Pack Lunch (65pax)</b>			
		Steam Rice, Chicken BBQ, Mineral Water			
		Guest Token - Rebel Bar (2 kinds)			
		Mineral Water (21pcs) for security guard			

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. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<b>July 21, 2022 PM Graduation</b>			
		<b>Early Dinner (Buffet Style, 60pax)</b>			
		Steam Rice, Pork Humba w/ Quail egg, Mixed Vegetables, Fish Fillet, Banana, Soda			
		Stage Food (14pax) - Cookies & Water (w/ goblet)			
		<b>Pack Early Dinner (65pax)</b>			
		Steam Rice, Fried Tilapia, Mineral Water			
		Fruits			
		Guest Token - Rebel Bar (2 kinds)			
		<b>July 22, 2022 AM Graduation</b>			
		<b>Breakfast (Buffet Style, 28pax)</b>			
		Pancit, Puto, Bananaque, Coffee / Milo			
		Fruits			
		Stage Food (14pax) - Fruits & Water (w/ goblet)			
		<b>Lunch (Buffet Style, 60pax)</b>			
		Steam Rice, Braised Chicken, Fish Fillet, Chop-suey, salad, Soda			
		<b>Pack Lunch (65pax)</b>			
		Steam Rice, Pork Asado, Mineral Water			
		Guest Token - Rebel Bar (2 kinds)			
		Mineral Water (21pcs) for security guard			

Warranty : \_\_\_\_\_

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Very truly yours,

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Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<b>July 22, 2022 - PM Graduation</b>			
		<b>Early Dinner (Buffet Style, 60pax)</b>			
		Steam Rice, Beef Mushroom, Roasted Chicken, Buttered Vegetables, Fruit Salad, Soda			
		Stage Food (14pax) - Fruits & Water (w/ goblet)			
		<b>Pack Lunch (63pax)</b>			
		Steam Rice, Grilled Liempo, Mineral Water			
		Fruits			
		Guest Token - Rebel Bar (2 kinds)			
		<b>Note:</b>			
		w/ Table & Chair settings & Utensils			

Warranty : \_\_\_\_\_

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# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8724247  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Labor and materials: Catering Services  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b>	269-2022	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	03/06/2022
<b>Approved Budget for the Contract:</b>	PHP 276,225.00	<b>Last Updated / Time</b>	02/06/2022 17:14 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	07/06/2022 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157  julietelaineacuna@yahoo.com		

#### Description

For ARO use.

#### Line Items

Item No.	Description	Quantity	Unit	Budget (PHP)
1	Labor and Materials: Catering Services for Graduation Rehearsal on July 12-15, 2022 Baccalaureate Services on July 18, 2022 & 33rd Commencement Exercises on July 19-22, 2022 @TSU VIP Lounge	1	Lot	276,225.00

#### Other Information

The bidders must download the attached documents in the associated components section.

**Created by** Juliet Elaine Acuna  
**Date Created** 02/06/2022

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