



Procurement Unit

### REQUEST FOR QUOTATION (RFQ) No. 572-2019

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:

Job Order No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2019-147 (CGAD)	CATERING SERVICES	117,500.00
<i>Purpose: MEALS AND SNACKS FOR THE NATIONAL RESEARCH CONFERENCE ON OCTOBER 3-5, 2019</i>		

PhilGeps Posting: Active Date: 9/21/19 Category: Catering Services  
 Closing Date: 9/24/19 Reference No.: 6486688

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: 5 calendar days from receipt of approved PO/NTP
- Bid Validity: 120 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 expandable supplies, or a minimum of one (1) year for non-expandable/services.  
supplies/equipment after acceptance by the procuring entity of the delivered supplies/equipment/services.

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 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 9/24/19 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.com) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@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. The maximum deduction shall be ten percent (10%) of the contract price. 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.

  
**ELENA MAY T. TEOFILO**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date. : 9/19/19  
 RFQ No. : 572-2019  
 PR/JO No. : 2019-147 (CGAD)

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	MEALS AND SNACKS FOR THE NATIONAL RESEARCH CONFERENCE ON OCTOBER 3-5, 2019 QUANTITY at ALUMNI CENTER, LUCINDA CAMPUS * OCTOBER 3, 2019 * PM SNACKS WITH DRINKS (100 PAX) * DINNER (120 PAX) - RICE, CHICKEN VIAND, PORK VIAND, VEGETABLE VIAND, FISH VIAND, DESSERT, DRINKS  OCTOBER 4, 2019 * AM SNACKS WITH DRINKS (100 PAX) * LUNCH (100 PAX) - RICE, CHICKEN VIAND, PORK VIAND, VEGETABLE VIAND, BEEF VIAND, DESSERT, DRINKS * PM SNACKS WITH DRINKS (100 PAX)  OCTOBER 5, 2019 * AM SNACKS WITH DRINKS (100 PAX) * LUNCH (100 PAX) - RICE, PORK-NOODLE VIAND, VEGETABLE VIAND, BEEF VIAND, FISH VIAND, DESSERT, DRINKS * PM SNACKS WITH DRINKS (100 PAX)  INCLUSIONS/REQUIREMENTS: - FREE-FLOWING COFFEE, SUGAR AND CREAMER, MIX MINTS AND NUTS, SERVICE WATER AND DISPENSER, BUFFET TABLE WITH ARRANGEMENT, TABLE NAPKINS AND TISSUE PAPERS, 2 MANAGE BUFFETS SET-UP, COOKS AND SERVERS WITH HEALTH CARD, SERVERS IN PROPER UNIFORM, CLEAN BUFFETWARE AND DINNERWARE	1		

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 : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_  
 TIN no. : \_\_\_\_\_



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6486688  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Catering Services  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 572-2019	<b>Status</b>	<b>Pending</b>			
<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>	21/09/2019			
<b>Approved Budget for the Contract:</b> PHP 117,500.00	<b>Last Updated / Time</b>	20/09/2019 15:35 PM			
<b>Delivery Period:</b> 5 Day/s	<b>Closing Date / Time</b>	24/09/2019 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					
<b>Description</b>					
For CGAD use.					
<b>Line Items</b>					
<b>Item No.</b>	<b>Product/Service Name</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</b>	<b>Budget (PHP)</b>
1	Catering Services	Meals and Snacks for the National Research Conference on October 3-5, 2019	1	Lot	117,500.00
<b>Other Information</b>					
The bidders must download the attached documents in the associated components section.					

**Created by** Juliet Elaine Acuna  
**Date Created** 20/09/2019

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