



REQUEST FOR QUOTATION (RFQ) No. 013-2025

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
2025-006 (SOL)	LABOR AND MATERIALS: CATERING SERVICES	220,000.00
Purpose: for Testimonial Dinner for BAR PASSERS 2024 on February 7, 2025.		

Philgeps Posting: Active Date: 1/12/25 Closing Date: 1/16/25 Category: CATERING SERVICES Reference No.: 11654918

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"/> Brochure, if applicable |

TSU Condition of Sale:

1. Delivery Schedule: 1 calendar days from receipt of approved PO/NTP
2. Bid Validity: 7 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.

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 1/16/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com

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.


ELENA MAY T. TEOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 1/10/2025
 RFQ No. 013-2025
 PR No. 2025-006 (SOL)

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	LABOR AND MATERIALS: CATERING SERVICES	1		
		Catering, Tables and Chairs, Styling for Testimonial Dinner for BAR PASSERS 2024 on February 7, 2025, from 5:00PM to 10:00PM at TSU Hotel, Lucinda Campus .			
		150 pax 1. BPRB BRAND STYLING VENUE SET UP <ul style="list-style-type: none"> • STAGE SET-UP DESIGNS • VIPS TABLE WITH FLOWER ARRANGEMENT • ENTRANCE TUNNEL BPRB CEILING TREATMENT <ul style="list-style-type: none"> •BPRB TRUSSES (40*40) •CEILING TREATMENT FLOWERS & STYLING <ul style="list-style-type: none"> •VIPS TABLE WITH FLOWER ARRANGEMENT •TABLE NUMBERS •FRESH FLORAL TABLE CENTERPIECES 2. CATERING SERVICES <ul style="list-style-type: none"> • Full-Course Buffet Menu (Beef, Pork, Chicken, Fish and Vegetable), Steamed Rice. Refillable Drinks, Dessert <ul style="list-style-type: none"> • Professionally & well trained waiters/ staffs • Dressed Banquet Tables and Chairs with Cloth Table Napkins • Use of complete sets of Dinnerware, Flatware and Glassware 			

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 : _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11654918
Procuring Entity TARLAC STATE UNIVERSITY
Title Labor and Materials: Catering Services
Area of Delivery Tarlac

Solicitation Number: 013-2025	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Catering Services	Date Published	12/01/2025
Approved Budget for the Contract: PHP 220,000.00	Last Updated / Time	11/01/2025 09:52 AM
Delivery Period: 1 Day/s	Closing Date / Time	16/01/2025 13:00 PM
Client Agency:		
Contact Person: Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068142 tsucanvassing@gmail.com		

Description

for Testimonial Dinner for BAR PASSERS 2024 on February 7, 2025.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering , Tables and Chairs, Styling	for Testimonial Dinner for BAR PASSERS 2024 on February 7, 2025, from 5:00PM to 10:00PM at TSU Hotel, Lucinda Campus .150 pax 1. BPRB BRAND STYLING , 2. CATERING SERVICES (please see the attached menu)	1	Lot	220,000.00

Other Information

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

Created by Tutchie Panlilio
Date Created 11/01/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.