



# **REQUEST FOR QUOTATION**

SUPPLY AND DELIVERY OF MEALS AND SNACKS, AND ACCOMMODATON FOR THE SULONG DUNONG INTENSIVE WORKSHOP AT MinSU CALAPAN CITY CAMPUS

JOR No.: JOR25-0031 RFQ No. 2025-034 ABC Amount: Php514,000.00

> Lot 1: Php408,000.00 Lot 2; Php106,000.00

Company Name : \_\_\_\_\_

Address : \_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_\_ in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D. BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date

of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

ltem No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- MEALS AND SNACKS			
		For CHED personnel and Resource Speakers			
		March 10, 2025- Day 1			
		PM Snacks			
1	рах	Pancit/Pasta + water/soft drinks combo	8		
		Dinner			
2	cups	Rice	8		
3	рах	Tinola/Adobo	8		
4	рах	Fried fish/pork/chicken	8		
5	рах	Dessert (salad/sweets)	8		
6	bottles	water + soft drinks	8		
		March 11, 2025 - Day 2			
		Breakfast			
7	cups	Rice	8		
8	рах	Fried fish/pork/chicken	8		
9	рах	Fried egg (sunny side up/scrambled)	8		
10	cups	Coffee (brewed/3-in-1)	8		
11	рах	Bread (sandwich/soft bread)	8		
		AM Snacks			
12	рах	Turon	8		
13	рах	Sandwich	8		
14	рах	Coffee/Soft drinks	8		
15	bottles	Water	8		
		Lunch			
16	cups	Rice	8		
17	рах	Sinigang (fish/chicken/pork)	8		
18	рах	Adobo (chicken/pork)	8		
19	рах	Dessert (salad/sweets)	8		
20	bottles	water	8		





21	bottlas	coft drinks	8	
21	bottles	soft drinks	8	
22		PM Snacks		
22	рах	Pancit/Pasta	8	
23	cups	Coffee/Soft drinks	8	
24	bottles	Water	8	
		Dinner		
25	cups	Rice	8	
26	рах	Caldereta/afritada/kare-kare	8	
27	рах	Fried fish/pork/chiken	8	
28	рах	Dessert (salad/sweets)	8	
29	bottles	water + soft drinks	8	
		March 12, 2025 - Day 3		
		Breakfast		
30	cups	Rice	8	
31	рах	Fried fish/pork/chicken/Adobo	8	
32	рах	Fried egg (sunny side up/scrambled)	8	
33	рах	Coffee (brewed/3-in-1)	8	
34	bottles	Bread (sandwich/soft bread)	8	
		AM Snacks		
35	рах	Skewers (banana/sweet potato)	8	
36	рах	Sandwich	8	
37	cups	Coffee/Soft drinks	8	
38	bottles	Water	8	
		Lunch		
39	cups	Rice	8	
40	рах	Nilaga (Pork/beef)	8	
41	рах	Fried Chicken/Port/Fish	8	
42	рах	Dessert (salad/sweets)	8	
43	bottles	water	8	
44	bottles	soft drinks	8	
		PM Snacks		
45	рах	Pancit/Pasta	8	
46	cups	Coffee/Soft drinks	8	
47	bottles	Water	8	
		Dinner		
48	cups	Rice	8	
49	рах	Sinigang (fish/chicken/pork)	8	
50	рах	Sizzling Pork/chicken/squid	8	
50	рах	Dessert (salad/sweets)	8	
52	bottles	water	8	
52	2011103	March 13, 2025- Day 4		
		Breakfast		
53	cups	Rice	8	
54	pax	Fried fish/pork/chicken/Adobo	8	
55		Fried egg (sunny side up/scrambled)	8	
55	рах	Coffee (brewed/3-in-1)	8	
50	cups		8	
57	рах	Bread (sandwich/soft bread)	ð	
		AM Snacks		





рах		8	
	Skewers (banana/sweet potato)	8	
bottles		8	
•			
bottles		8	
-			
bottles		8	
cups	Rice	8	
рах			
рах		8	
рах	Dessert (salad/sweets)	8	
bottles	water	8	
	March 14, 2025 - Day 5		
	Breakfast		
cups	Rice	8	
рах	Fried fish/pork/chicken/Adobo	8	
рах	Fried egg (sunny side up/scrambled)	8	
cups	Coffee (brewed/3-in-1)	8	
рах	Bread (sandwich/soft bread)	8	
	AM Snacks		
рах	Skewers (banana/sweet potato)/kakanin	8	
рах	Sandwich	8	
cups	Coffee/Soft drinks	8	
bottles	Water	8	
	Lunch		
рах	Rice	8	
рах	Nilaga/Sinigang (Pork/beef)	8	
рах	Fried Chicken/Port/Fish	8	
рах	Dessert (salad/sweets)	8	
bottles	water	8	
bottles	soft drinks	8	
	PM Snacks		
рах		8	
•		8	
cups		8	
	Sinigang/Kinamatisan (fish/chicken/pork)	8	
рах		0	
	pax pax pax bottles cups pax pax cups pax pax cups bottles bottles pax pax pax pax pax bottles	paxCoffee/Soft drinksbottlesWaterLunchcupsRicepaxNilaga (Pork/beef)paxFried Chicken/Port/FishpaxDessert (salad/sweets)bottleswaterbottlessoft drinksPM SnackspaxPancit/PastacupsCoffee/Soft drinksbottlesWaterDinnercupsRicepaxButtered Pork/chicken/squidpaxDessert (salad/sweets)bottleswatermaxSinigang/Kinamatisan (fish/chicken/pork)paxButtered Pork/chicken/squidpaxDessert (salad/sweets)bottleswaterMarch 14, 2025 - Day 5BreakfastcupsRicepaxFried egg (sunny side up/scrambled)cupsCoffee (brewed/3-in-1)paxSkewers (banana/sweet potato)/kakaninpaxSkewers (banana/sweet potato)/kakaninpaxSkewers (banana/sweet potato)/kakaninpaxRicepaxNilaga/Sinigang (Pork/beef)paxRicepaxNilaga/Sinigang (Pork/beef)paxFried Chicken/Port/FishpaxDessert (salad/sweets)bottleswaterLunchPaxpaxRicepaxRicepaxRicepaxRicepaxRicepaxRicepaxRicepaxRicepax	paxCoffee/Soft drinks8bottlesWater8Lunch8cupsRice8paxNilaga (Pork/beef)8paxFried Chicken/Port/Fish8paxDessert (salad/sweets)8bottleswater8bottlessoft drinks8bottlessoft drinks8paxPancit/Pasta8cupsCoffee/Soft drinks8bottlesWater8bottlesWater8paxDinner8cupsCoffee/Soft drinks8bottlesWater8paxSinigang/Kinamatisan (fish/chicken/pork)8paxButtered Pork/chicken/squid8paxDessert (salad/sweets)8bottleswater8bottleswater8cupsRice8paxFried fish/pork/chicken/Adobo8paxFried gg (suny side up/scrambled)8cupsCoffee (brewed/3-in-1)8paxBread (sandwich/soft bread)8cupsCoffee/Soft drinks8bottlesWater8paxSkewers (banana/sweet potato)/kakanin8paxRice8paxRice8paxRice8paxRice8paxRice8paxRice8paxRice8paxRice Chicke





97	рах	Dessert (salad/sweets)	8	
98	bottles	water	8	
90	Dotties	March 15, 2025- Day 6	0	
		Breakfast		
00			0	
99	cups	Rice	8	
100	рах	Fried Fish/pork/chicken/Adobo	8	
101	рах	Fried egg 9sunny side up/scrambled)	8	
102	cups	Coffee (brewed/3-in-1)	8	
103	рах	Bread (sandwich/soft bread)	8	
104		AM Snacks (take-out)	0	
104	рах	Skewers (banana/sweet potato)/kakanin/Biscuit	8	
105	рах	Sandwich	8	
106	cups	Coffee/Soft drinks	8	
107	bottles	Water	8	
		Lunch (take-out)		
108	cups	Rice	8	
109	рах	Nilaga/Sinigang (Pork/beef)	8	
110	рах	Fried Chicken/Port/Fish	8	
111	рах	Dessert (salad/sweets)	8	
112	bottles	water	8	
113	bottles	soft drinks	8	
		For Participants		
		March 11, 2025- Day 2		
		Breakfast		
1	рах	Rice	92	
2	рах	Fried fish/pork/chicken	92	
3	рах	Fried egg (sunny side up/scrambled)	92	
4	cups	Coffee (brewed/3-in-1)	92	
5	рах	Bread (sandwich/soft bread)	92	
		AM Snacks		
6	рах	Turon	92	
7	рах	Sandwich	92	
8	рах	Coffee/Soft drinks	92	
9	bottles	Water	92	
		Lunch		
10	cups	Rice	92	
11	рах	Sinigang (fish/chicken/pork)	92	
12	рах	Adobo (chicken/pork)	92	
13	рах	Dessert (salad/sweets)	92	
14	bottles	water	92	
15	bottles	soft drinks	92	
		PM Snacks		
16	рах	Pancit/Pasta	92	
17	cups	Coffee/Soft drinks	92	
18	bottles	Water	92	
		Dinner		
19	cups	Rice	92	
20	рах	Caldereta/afritada/kare-kare	92	





21	nav	Fried fish/pork/chiken	92	
	рах			
22	pax	Dessert (salad/sweets)	92	
23	bottles	water + soft drinks	92	
		March 12, 2025- Day 3		
		Breakfast		
24	cups	Rice	92	
25	рах	Fried fish/pork/chicken/Adobo	92	
26	рах	Fried egg (sunny side up/scrambled)	92	
27	рах	Coffee (brewed/3-in-1)	92	
28	bottles	Bread (sandwich/soft bread)	92	
		AM Snacks		
29	рах	Skewers (banana/sweet potato)	92	
30	рах	Sandwich	92	
31	cups	Coffee/Soft drinks	92	
32	bottles	Water	92	
		Lunch		
33	cups	Rice	92	
34	рах	Nilaga (Pork/beef)	92	
35	рах	Fried Chicken/Port/Fish	92	
36	рах	Dessert (salad/sweets)	92	
37	bottles	water	92	
38	bottles	soft drinks	92	
		PM Snacks		
39	рах	Pancit/Pasta	92	
40	cups	Coffee/Soft drinks	92	
41	bottles	Water	92	
		Dinner		
42	cups	Rice	92	
43	рах	Sinigang (fish/chicken/pork)	92	
44	рах	Sizzling Pork/chicken/squid	92	
45	рах	Dessert (salad/sweets)	92	
46	bottles	water	92	
10		March 13, 2025- Day 4		
		Breakfast		
47	cups	Rice	92	
48	рах	Fried fish/pork/chicken/Adobo	92	
49	рах	Fried egg (sunny side up/scrambled)	92	
50	cups	Coffee (brewed/3-in-1)	92	
50		Bread (sandwich/soft bread)	92	
71	рах	AM Snacks	<i>JL</i>	
52	nav	Skewers (banana/sweet potato)	92	
	рах	Sandwich	92	
53	рах			
54	pax battlas	Coffee/Soft drinks	92	
55	bottles	Water	92	
F.C.		Lunch		
56	cups	Rice	92	
57	рах	Nilaga (Pork/beef)	92	
58	рах	Fried Chicken/Port/Fish	92	





59	<b>D</b> 2V	Descert (salad (sweets)	92	
60	pax bottles	Dessert (salad/sweets)	92	
61	bottles	water soft drinks	92	
01	bottles		92	
62	201	PM Snacks Pancit/Pasta	92	
62 63	рах	Coffee/Soft drinks	92	
64	cups	Water	92	
04	bottles	Dinner	92	
65	cupc	Rice	92	
66	cups	Sinigang/Kinamatisan (fish/chicken/pork)	92	
67	рах	Buttered Pork/chicken/squid	92	
	рах	· · · ·		
68	pax	Dessert (salad/sweets)	92	
69	bottles	water	92	
		March 14, 2025- Day 5 Breakfast		
70			02	
70	cups	Rice	92	
71	рах	Fried fish/pork/chicken/Adobo	92	
72	рах	Fried egg (sunny side up/scrambled)	92	
73	cups	Coffee (brewed/3-in-1)	92	
74	рах	Bread (sandwich/soft bread)	92	
75		AM Snacks	02	
75	рах	Skewers (banana/sweet potato)/kakanin	92	
76	рах	Sandwich	92	
77	cups	Coffee/Soft drinks	92	
78	bottles	Water	92	
70		Lunch	02	
79	cups	Rice	92	
80	рах	Nilaga/Sinigang (Pork/beef)	92	
81	рах	Fried Chicken/Port/Fish	92	
82	рах	Dessert (salad/sweets)	92	
83	bottles	water	92	
84	bottles	soft drinks	92	
05		PM Snacks		
85	рах	Pancit/Pasta	92	
86	cups	Coffee/Soft drinks	92	
87	bottles	Water	92	
00		Dinner	02	
88	cups	Rice	92	
89	рах	Sinigang/Kinamatisan (fish/chicken/pork)	92	
90	рах	Stew Pork/chicken/squid	92	
91	pax	Dessert (salad/sweets)	92	
92	bottles	water	92	
		sub-total LOT 1		
		LOT 2- ACCOMMODATION		
1		Accommodation for Resource Persons (solo) 2		
1	rooms	rooms for 5 nights	2	
<b>_</b>	roome	Accommodation for CHED Personnel (twin	2	
2	rooms	sharing) 3 rooms for 5 nights	3	





		sub-total LOT 2			
XV					
			TOTAL		
After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above					

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date

## **General Conditions**

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University
   -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
- 2. Supplier shall submit the following requirements:
  - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

### Price validity shall be 30 calendar days from the deadline of submission of quotation.

### **Ocular Inspection**

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

## Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

## **Evaluation of Quotations**

Quotations shall be compared and evaluated of the basis of the following criteria:

- 1. Completeness of Submission
- 2. Compliance with Item & Description Requirements
- 3. Price

### Instructions

- 1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
- 2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
- 3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

# Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

# Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment





Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.