



# REQUEST FOR QUOTATION (RFQ) No. 261-2025

## 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
2025-102 (ORA)	LABOR AND MATERIALS: CATERING SERVICES	788,750.00
<i>Purpose: for the Baccalaureate and 36th Commencement Exercises on July 9,10,11, and July 15 - 18, 2025.</i>		

Philgeps Posting: Active Date: 5/10/25 Closing Date: 5/16/25 Category: CATERING SERVICES Reference No.: 12026141

Interested suppliers are required to submit the following documents:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Valid and Current Mayor's / Business Permit | <input checked="" 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:

1. Delivery Schedule: 10 calendar days from receipt of approved PO/NTP
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.

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 5/16/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at **tsucanvassing@gmail.com** (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: 05/08/2025  
 RFQ No. 261-2025  
 PR No. 2025-102 (ORA)

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 AND MATERIALS: CATERING SERVICES</b>	1		
		Meals, Snacks and Fruits serve during the Baccalaureate Services on July 9, 2025 and 36th Commencement Exercises on July 10-11, 15-18. And Snacks for the Graduation Rehearsal on June 27, 2025, July 1-4, 2025 at TSU Gymnasium.			
		<b>June 27, 2025 and July 1-4, 2025.</b> 85 pax (Foods for Graduation Rehearsal) Burger or Sandwich or Pancit, Water and SoftDrinks			
		<b>July 9, 2025 at 7:00AM</b> Foods during Baccalaureate 50 pax Breakfast for VIPs, TSU Officials and Faculty (Buffet Set-Up) 65 pax (Packed Breakfast) Tokens for the Priest *Assorted Fruits * 1 Box Ensaymada *2kg Chicharon Bagnet.			
		<b>July 9, 2025 at 10:30AM</b> 50 pax LUNCH for VIPs, TSU Officials and Faculty (Buffet Set-Up) 73 pax (Packed Lunch) Tokens for the Speaker: *Assorted Fruits * 1 Box Ensaymada *2kg Chicharon Bagnet.			

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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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<b>July 10, 2025 at 7:00AM</b> Foods during 36th Commencement 60 pax Breakfast for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Breakfast) 20 pax Stage Food (Bottled Water, Coffee, Assorted Fruits, Pastries, Wet Wipes)			
		<b>July 10, 2025 at 10:30AM</b> Foods during 36th Commencement 70 pax LUNCH for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed LUNCH) Token for the Speaker *Assorted Fruits * 1 Box Ensaymada *2kg Chicharon Bagnet.			
		<b>July 11, 2025 at 7:00AM</b> Foods during 36th Commencement 50 pax Breakfast for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Breakfast) 20 pax Stage Food (Bottled Water, Coffee, Assorted Fruits, Pastries, Wet Wipes)			

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

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

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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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		<b>July 15 - 18, 2025 at 7:00AM</b> Foods during 36th Commencement 50 pax Breakfast for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Breakfast) 20 pax Stage Food (Morning and Afternoon Session) (Bottled Water, COffee, Assorted Fruits, Pastries, Wet Wipes)			
		<b>July 15 - 18, 2025 at 10:30AM</b> Foods during 36th Commencement 110 pax LUNCH for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed LUNCH) Token for the Speakers (Morning and Afernoon Session) *Assorted Fruits * 2 Boxes Ensaymada *2kg Chicharon Bagnet.			

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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 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
		July 15 - 18, 2025 at 4:30PM 70 pax Early Dinner for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Dinner)			
		<b>*Please see the attached Menu*</b>			

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

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

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
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**IGEPS**  
Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12026141  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Procurement of Catering Services  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b>	261-2025	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	4
<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>	10/05/2025
<b>Approved Budget for the Contract:</b>	PHP 788,750.00	<b>Last Updated / Time</b>	09/05/2025 13:59 PM
<b>Delivery Period:</b>	10 Day/s	<b>Closing Date / Time</b>	16/05/2025 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

#### Description

Meals, Snacks and Fruits serve during the Baccalaureate Services on July 9, 2025 and 36th Commencement Exercises on July 10-11, 15-18. And Snacks for the Graduation Rehearsal on June 27, 2025, July 1-4, 2025 at TSU Gymnasium. June 27, 2025 and July 1-4, 2025. 85 pax (Foods for Graduation Rehearsal)  
Burger or Sandwich or Pancit, Water and SoftDrinks.  
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\*Assorted Fruits \* 1 Box Ensaymada \*2kg Chicharon Bagnet.  
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July 10, 2025 at 7:00AM Foods during 36th Commencement 60 pax Breakfast for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Breakfast) 20 pax Stage Food (Bottled Water, COffee, Assorted Fruits, Pastries, Wet Wipes)  
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July 11, 2025 at 7:00AM  
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20 pax Stage Food (Bottled Water, COffee, Assorted Fruits, Pastries, Wet Wipes)  
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July 15 - 18, 2025 at 4:30PM 70 pax Early Dinner for VIPs, TSU Officials and Faculty (Buffet Set-Up) 112 pax (Packed Dinner)

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
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1	Catering Services	Meals, Snacks and Fruits serve during the Baccalaureate Services on July 9, 2025 and 36th Commencement Exercises on July 10-11, 15-18. *Please see the attached Documents*	1	Lot	788,750.00
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**Other Information**

The bidders must download the attached documents in the associated component section.  
 Note: This item is to be acquired as a lot.  
 For the complete specifications, please refer to the attached Request for Quotation.

**Created by** Tutchie Panlilio  
**Date Created** 09/05/2025

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.