



REQUEST FOR QUOTATION

RFQ No. 682-2025

Date: December 11, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Catering Services for the Baccalaureate and 37th Commencement Exercises** with an Approved Budget for the Contract of **Two Hundred Nine Thousand Eight Hundred Twenty-Five Only (PhP 209,825.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00 PM of 19 December 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

WILMARK J. RAMOS

Chairperson, Bids and Awards Committee-Goods and Services
Tarlac State University
Romulo Boulevard, San Vicente Tarlac City
Telephone No. (045) 606-8157
Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- ☒ Valid Business/Mayor's Permit
- ☒ PhilGEPS Registration Number
- ☐ Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance)
- ☒ Notarized Omnibus Sworn Statement, if applicable
- ☐ Latest Income/Business Tax Return, if applicable
- ☐ Others, _____

The Head of the Procuring Entity (HoPE) of the TSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:


MENCHIE D. ABELLAR
Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1. Do not alter the contents of this form in any way.
- 2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
- 3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
- 4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
- 7. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. The following shall be observed in accomplishing the Quotation/Proposal Form:

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Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply) YES or NO
1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;			
2. Check if compliant with the specifications or not.			

- 3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
- 4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
- 6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
- 9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 10. The item/s shall be delivered according to the accepted offer of the bidder.
- 11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 12. Payment shall be made after delivery and upon the submission of the required supporting documents.
- 13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
- 15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee
Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications	Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>			
Procurement of Catering Services for the Baccalaureate and 37th Commencement Exercises			
1. Meals, Snacks and Fruits during the Baccalaureate Services on January 29, 2026, and 37 th Commencement Exercises on January 30,2026 at the TSU Gymnasium, and Snacks for the Graduation Rehearsal January 28, 2025. January 27, 2026 – (2:00 PM) Foods for Graduation Rehearsal (85pax) Burger, water and soft drinks January 29, 2026 – (7:00 AM) Foods during Baccalaureate Breakfast = 50 pax for VIPs, TSU Officials and Faculty <ul style="list-style-type: none">• Rice• Pandesal• Torta Giniling• Daing Bangus• Kamatis• Pipino• Fresh Banana• Bottled Water• Brewed Coffee• Milo Packed Breakfast <ul style="list-style-type: none">• Choir- 35 pax• Guards- 10 pax• Janitor-10 pax• OPA Staff 10 pax• MISO Staff- 5 pax OFFERTORY GOODS FOR THE THANKSGIVING MASS Wine Pineapple Juice Coffee Creamer Sugar	1 LOT		

<p>TOKEN FOR THE PRIEST: ASSORTED FRUITS 1 BOX ENSAYMADA 2KLS. CHICHARON BAGNET</p> <p>January 29, 2026 – (10:30 AM) Lunch = 80 pax for VIPS, TSU Officials and Faculty</p> <p>Special menu for the Presidential table and Assorted Fruits</p> <ul style="list-style-type: none">• Bottled Water• Buko Juice• Rice• Fish• Chicken• Pork• Vegetable• Soup• Fresh Banana• Dessert <p>Token for the Speakers: Chicharon Bagnet-2 kiloso Ensaymada - 1 box Assorted Fruits</p> <p>Packed Lunch Choir - 35 pax Guards - 10 pax Janitor - 10 pax Safety Staff - 8 pax MISO Staff - 5 pax Medic - 3 pax OPA Staff - 10 pax</p> <p>January 30, 2026 – (7:00 AM) Foods during 37th Commencement</p> <p>Breakfast = 60 pax for VIPS, TSU Officials and Faculty</p> <ul style="list-style-type: none">• Rice• Pancit guisado• Puto Moncada• Egg• Skinless Longganisa• Fresh Banana• Bottled Water• Brewed Coffee• Milo <p>Stage Food = 20 pax Bottled water Coffee Assorted fruits Pastries Wet Wipes</p> <p>Packed Breakfast Choir- 35 pax Guards- 10 pax Janitor-10 pax ROTC-30 pax</p>			
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<p>Crim. Students 15 pax Safety Officers- 8 pax Medic - 3 pax OPA Staff 10 pax Usherette-10 pax MISO Staff -5 pax</p> <p>Lunch = 100 pax for VIPs, TSU Officials and Faculty (10:30AM)</p> <p>Special menu for the Presidential table and Assorted Fruits</p> <ul style="list-style-type: none">• Bottled Water• Buko Juice• Rice• Fish• Chicken• Pork• Vegetable• Soup• Fresh Banana• Dessert <p>Packed Lunch</p> <p>Safety Officers - 8pax Guard -10 pax ROTC-30 pax Crim. Students - 15 pax Choir - 35 pax Janitor 10 pax Usherette - 10 pax OPA Staff - 10 pax MISO Staff-5 pax Medic - 3 pax</p> <p>Token for the Speakers:</p> <p>Chicharon Bagnet - 2 kilos Ensaymada-1 box Assorted Fruits</p>			
Warranty Period (for equipment, tools, and devices)			
Delivery Period (3 calendar days)			
nothing as follows			

<p>Payment Terms</p> <p>Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.</p> <p>Interested suppliers shall provide the following Bank Details in the statement of compliance column:</p>

Bank Name:	_____
Bank Branch/Address:	_____
Bank Account Name:	_____
Bank Account Number:	_____

FINANCIAL OFFER:

Procurement of Catering Services for the Bacalaureate and 37th Commencement Exercises	
Approved Budget for the Contract (ABC): Two Hundred Nine Thousand Eight Hundred Twenty-Five Only (PhP 209,825.00)	
Total Offered Quotation	In Words:

	In Figures:

_____	Signature Over Printed Name
_____	Position/Designation
_____	Company Registered Name
_____	Office Telephone/Mobile Nos.
_____	Email Address/es
_____	Date

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12686097

Procuring Entity

TARLAC STATE UNIVERSITY

Title

Procurement of Catering Services for the Baccalaureate and 37th Commencement Exercises

Area of Delivery

Iarlac

Solicitation Number:	682-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 209,825.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	13/12/2025
Contact Person:	Tutchie Panilio Clerk TSU, Romulo Blvd. San Vicente, Iarlac City, Philip Iarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com	Last Updated / Time	12/12/2025 08:59 AM
		Closing Date / Time	19/12/2025 13:00 PM

Description

Meals, Snacks and Fruits during the Baccalaureate Services on January 29, 2026, and 37th Commencement Exercises on January 30,2026 at the TSU Gymnasium, and Snacks for the Graduation Rehearsal January 28, 2025.

January 27, 2026 - (2:00 PM)
Foods for Graduation Rehearsal
(85pax) Burger, water and soft drinks

January 29, 2026 - (7:00 AM)
Foods during Baccalaureate
Breakfast – 50 pax for VIPs, TSU Officials and Faculty

- Rice
- Pandesal
- Torta Gimling
- Daing Bangus
- Kamatis
- Pipino
- Fresh Banana
- Bottled Water
- Brewed Coffee
- Milo

Packed Breakfast

- Choir- 35 pax
- Guards- 10 pax
- Janitor-10 pax
- OPA Staff 10 pax
- MISO Staff- 5 pax

OFFERTORY GOODS FOR THE THANKSGIVING MASS

Wine
Pineapple Juice
Coffee
Creamer
Sugar

TOKEN FOR THE PRIEST:
ASSORTED FRUITS
1 BOX ENSAYMADA
2KLS. CHICHARON BAGNET

January 29, 2026 - (10:30 AM)
Lunch = 80 pax for VIPS, TSU Officials
and Faculty

Special menu for the Presidential table and Assorted Fruits

- Bottled Water
- Buko Juice
- Rice
- Fish
- Chicken
- Pork
- Vegetable
- Soup
- Fresh Banana
- Dessert

Token for the Speakers:
Chicharon Bagnet-2 kilos
Ensaymada - 1 box
Assorted Fruits

Packed Lunch
Choir - 35 pax
Guards - 10 pax
Janitor - 10 pax
Safety Staff - 8 pax
MISO Staff - 5 pax
Medic - 3 pax
OPA Staff - 10 pax

January 30, 2026 - (7:00 AM)
Foods during 37th Commencement

Breakfast – 60 pax for VIPS, TSU Officials and Faculty

- Rice
- Pancit guisado
- Puto Moncada
- Egg
- Skinless Longganisa
- Fresh Banana
- Bottled Water
- Brewed Coffee
- Milo

Stage Food – 20 pax
Bottled water
Coffee
Assorted fruits
Pastries
Wet Wipes

Packed Breakfast
Choir- 35 pax
Guards- 10 pax
Janitor-10 pax
ROTC-30 pax

Meals, Snacks and Fruits during the Baccalaureate Services on January 29, 2026, and 37th Commencement Exercises on January 30,2026 at the TSU Gymnasium, and Snacks for the Graduation Rehearsal January 28, 2025.

January 27, 2026 - (2:00 PM)
Foods for Graduation Rehearsal
(85pax) Burger, water and soft drinks

January 29, 2026 - (7:00 AM)
Foods during Baccalaureate
Breakfast – 50 pax for VIPS, TSU Officials and Faculty

- Rice
- Pandesal
- Torta Gimling
- Daing Bangus
- Kamatis
- Pipino
- Fresh Banana
- Bottled Water
- Brewed Coffee
- Milo

Packed Breakfast
• Choir- 35 pax
• Guards- 10 pax

- Janitor-10 pax
- OPA Staff 10 pax
- MISO Staff- 5 pax

OFFERTORY GOODS FOR THE THANKSGIVING MASS

Wine
Pineapple Juice
Coffee
Creamer
Sugar

TOKEN FOR THE PRIESTS:

ASSORTED FRUITS

1 BOX ENSAYMADA

2KLS. CHICHARON BAGNET

January 29, 2026 – (10:30 AM)

Lunch = 80 pax for VIPS, TSU Officials
and Faculty

Special menu for the Presidential table and Assorted Fruits

- Bottled Water
- Buko Juice
- Rice
- Fish
- Chicken
- Pork
- Vegetable
- Soup
- Fresh Banana
- Dessert

Token for the Speakers:

Chicharon Bagnet-2 kilos

Ensaymada - 1 box

Assorted Fruits

Packed Lunch

Choir - 35 pax

Guards - 10 pax

Janitor - 10 pax

Safety Staff - 8 pax

MISO Staff- 5 pax

Medic - 3 pax

OPA Staff - 10 pax

January 30, 2026 – (7:00 AM)

Foods during 37th Commencement

Breakfast = 60 pax for VIPS, TSU Officials and Faculty

- Rice
- Pancit guisado
- Puto Moncada
- Egg
- Skinless Longganisa
- Fresh Banana
- Bottled Water
- Brewed Coffee
- Milo

Stage Food – 20 pax

Bottled water

Coffee

Assorted fruits

Pastries

Wet Wipes

Packed Breakfast

Choir- 35 pax

Guards- 10 pax

Janitor-10 pax

ROTC-30 pax

Crim. Students 15 pax

Safety Officers- 8 pax

Medic - 3 pax

OPA Staff 10 pax

Usherette-10 pax

MISO Staff -5 pax

Lunch = 100 pax for VIPS, TSU Officials and Faculty (10:30AM)

Special menu for the Presidential table and Assorted Fruits

- Bottled Water
- Buko Juice

- Rice
- Fish
- Chicken
- Pork
- Vegetable
- Soup
- Fresh Banana
- Dessert

Packed Lunch
Safety Officers - 8pax
Guard -10 pax
ROTC-30 pax
Crim. Students - 15 pax
Choir - 35 pax
Janitor 10 pax
Usherette - 10 pax OPA Staff - 10 pax
MISO Staff-5 pax
Medic - 3 pax

Token for the Speakers:
Chicharon Bagnet - 2 kilos
Ensaymada-1 box
Assorted Fruits

Line Items

Item No.	Category	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	Meals, Snacks and Fruits during the Baccalaureate Services on January 29, 2026, and 37th Commencement Exercises on January 30,2026 at the TSU Gymnasium, and Snacks for the Graduation Rehearsal January 28, 2025.Please refer to the Request for Quotatio	1	Lot	209,825.00

Other Information

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

Created by Tutchie Panlilio
Date Created 12/12/2025

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.