



REQUEST FOR QUOTATION

RFQ No. 457-2025

Date: September 18, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Catering Services for Service Awards 2025** with an Approved Budget for the Contract of **Four Hundred Fifty Thousand Pesos (PhP 450,000.00)** 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 **1:00PM of 24 September 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

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)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
Procurement of Catering Services for Service Awards 2025			
1. Catering and Pica-Pica (Finger Foods) for Service Awards 2025. Location: TSU Gymnasium Date of Activity: October 15, 2025 (Tentative) 2:00 PM onwards Specifications: Theme Color: Royal Blue, White and Gold) -with Table Set up, Designs, Utensils and Service -3 rows to cater all Teaching and Non- Teaching For Meal: 3 viands (Pork Kaldereta, Chicken BBQ, Seafood Veggie w/ Mushroom and Quail Egg), Rice, Dessert (Buko Salad) and bottled water or soda - 4 Whole Lechon - For 900 pax For Pica-Pica: Assorted Fruits, Assorted Cookies, Mixed Nuts, Assorted Chips -2 choices for drinks - For 900 pax	1 LOT		
Warranty Period (for equipment, tools, and devices)			
Delivery Period (<u> </u> calendar days)			
nothing as follows			



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12414129

Procuring Entity

TARLAC STATE UNIVERSITY

Title

Procurement of Catering Services for Service Awards 2025

Area of Delivery

Tarlac

<div>Solicitation Number:</div>	457-2025	<div>Status</div>	Pending
<div>Trade Agreement:</div>	Implementing Rules and Regulations	<div>Associated Components</div>	3
<div>Procurement Mode:</div>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<div>Bid Supplements</div>	0
<div>Classification:</div>	Goods	<div>Document Request List</div>	0
<div>Category:</div>	Catering Services	<div>Date Published</div>	19/09/2025
<div>Approved Budget for the Contract:</div>	PHP 450,000.00	<div>Last Updated / Time</div>	18/09/2025 16:19 PM
<div>Delivery Period:</div>	1 Day/s	<div>Closing Date / Time</div>	24/09/2025 13:00 PM
<div>Client Agency:</div>			
<div>Contact Person:</div>	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

Description

Catering and Pica-Pica (Finger Foods) for Service Awards 2025. Location: TSU Gymnasium Date of Activity: October 15, 2025 (Tentative) 2:00 PM onwards

Specifications:

Theme Color: Royal Blue, White and Gold)

-with Table Set up, Designs, Utensils and Service

-3 rows to cater all Teaching and Non- Teaching

For Meal: 3 viands (Pork Kaldereta, Chicken BBQ, Seafood Veggie w/ Mushroom and Quail Egg), Rice, Dessert (Buko Salad) and bottled water or soda

- 4 Whole Lechon

- For 900 pax

For Pica-Pica: Assorted Fruits, Assorted Cookies, Mixed Nuts, Assorted Chips

-2 choices for drinks

- For 900 pax

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering	Catering and Pica-Pica (Finger Foods) for Service Awards 2025. Location: TSU Gymnasium. Date of Activity: October 15, 2025 : *Please refer to the Request for Quotation for complete specifications.	1	Lot	450,000.00

Other Information

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

Note: This item is to be acquired as a lot.

For the complete specifications, please refer to the attached Request for Quotation.

Created by Tutchie Panlilio
Date Created 18/09/2025

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.