

Notice Reference Number :55681

Bid Validity Period:

30

Control Number:

202808218

Lot Type:

Single Lot

Approved Budget of the Contract:

336,000.00

Procurement Mode:

Small Value Procurement

Classification:

Goods

Applicable Procurement Rules:

Implementing Rules and Regulations

Funding Source:

Regular Agency Fund (01000000)

Delivery/Project Location:

Albay

Business Category:

Restaurants and catering

LIGAO NATIONAL HIGH SCHOOL

Mottinloy St., Guilid

Ligao City, Albay, Region V

Request for Quotation

To provide heavy snacks for 358 facilitators and teacher-participants during the 12 sessions of the School-Wide Learning Action Cell (LAC) for SY 2025-2027.

Project Name:

To provide heavy snacks for 350 facilitators and teacher-participants during the 12 sessions of the School-Wide Learning Action Cell (LAC) for SY 2025-2027.

Budget :

336000

Check item status

(/Tenders/check_item_status/66681)

Status: Open

BAC Members: - View all BAC Members

Schedule of activity: View all activity

Published Date:

28-Aug-2025 12:00 AM

Closing Date:

31-Aug-2026 09:00 AM

Date Last updated:

16-Sep-2025 01:02 PM

Documents: Preview

Bid Form Fee: 0

Bid Supplements: 0

(/Tenders/tender_corr_detail/66681)

Invited Observers: View

Number of Downloads: 1

Invited Merchants: View

Bidders List: - View

Delivery Period:

6 Month(s)

Client Agency:

LIGAO NATIONAL HIGH SCHOOL

Contact Person:

Rachelle Bulan

Created By:

Rachelle Bulan

Date created:

27-Aug-2025 08:21 AM

Description:

- **Project Title:** Procurement of Catering Services (Heavy Snacks) for the School-Wide Learning Action Cell (LAC) Sessions
- **Procuring Entity:** Ligao National High School
- **Procurement Project Type:** Goods – General Support Services
- **Procurement Modality:** Small Value Procurement (SVP)
- **Approved Budget for the Contract (ABC):** PHP 336,000.00
- **Quantity / Unit:** 350 pax per session (Total of 12 sessions)
- **Cost per Unit:** PHP 88.00 per pax
- **Funding Source:** FY 2026 School Maintenance and Other Operating Expenses (MOOE) – Professional Development Allocation

I. TECHNICAL SPECIFICATIONS & DELIVERY SCHEDULE

Provision of packed catering services (heavy snacks) for three hundred fifty (350) participants per session. Deliveries must be made strictly at **exactly 3:00 PM** on the following scheduled date:

• **October 2025:**

Session 1: October 9

Session 2: October 30

• **November 2025:**

Session 3: November 13

Session 4: November 27

• **December 2025:**

Session 5: December 4 (Special Premium Session)

• **January 2027:**

Session 6: January 8

Session 7: January 29

- **February 2027:**

Session 8: February 12

Session 9: February 26

- **March 2027:**

Session 10: March 12

Session 11: March 26

II. ROTATING MENU STRUCTURE

Standard Tier (PHP 80.00 / pax)

- **Cycle A (Sessions 1 & 7):** Special Pancit Canton/Bam-i with chicken and vegetables + 2 pieces of Puto Cheese + 1 bottle of Refreshment (250ml fruit juice/iced tea)
- **Cycle B (Sessions 2 & 8):** Creamy Baked Macaroni + 1 slice of Garlic Bread + 1 bottle of Refreshment (250ml fruit juice/iced tea)
- **Cycle C (Sessions 3 & 9):** Quartered Clubhouse Sandwich + Side serving of local banana chips + 1 bottle of Refreshment (250ml fruit juice/iced tea)
- **Cycle D (Sessions 4 & 10):** Pancit Palabok with hard-boiled egg slice + 1 piece of native kakanin + 1 bottle of Refreshment (250ml fruit juice/iced tea)
- **Cycle E (Sessions 6 & 11):** White Sauce Carbonara with ham bits + 1 slice of Garlic Bread + 1 bottle of Refreshment (250ml fruit juice/iced tea)

Premium Tier (PHP 160.00 / pax)

Special Session Menu (Session 5 - December 4): 1 cup of Steamed Rice + 1 serving of Chicken Cordon Bleu with cream sauce + 1 serving of Pork Asado + 1 slice of moist chocolate cake + 1 bottle of Premium Drink (330ml soda/juice)

III. COA-COMPLIANT TERMS OF PAYMENT

Payment shall be processed via **Monthly Progress Billings** based on the actual services rendered per month, subject to standard government accounting rules, auditing procedures, and tax deductions (VAT/Expanded Income Tax). **Advance payment or mobilization fees are strictly prohibited.**

Monthly billing cycles are strictly uniform at **PHP 56,000.00 per month:**

1. **October 2026 Billing:** 2 Standard Sessions (350 pax x PHP 80.00 x 2) = **PHP 56,000.00**
2. **November 2026 Billing:** 2 Standard Sessions (350 pax x PHP 80.00 x 2) = **PHP 56,000.00**
3. **December 2026 Billing:** 1 Premium Session (350 pax x PHP 160.00) = **PHP 56,000.00**
4. **January 2027 Billing:** 2 Standard Sessions (350 pax x PHP 80.00 x 2) = **PHP 56,000.00**
5. **February 2027 Billing:** 2 Standard Sessions (350 pax x PHP 80.00 x 2) = **PHP 56,000.00**
6. **March 2027 Billing:** 2 Standard Sessions (350 pax x PHP 80.00 x 2) = **PHP 56,000.00**

Mandatory Document Checklist for Monthly Payout:

To facilitate processing via LDDAP-ADA, the winning supplier must submit the following documents monthly:

- Original Billing Statement / Sales Invoice
- Delivery Receipts (DR) signed by the School Property Custodian
- Certificate of Acceptance issued by the Head of the Procuring Entity (HOPE)
- Activity Attendance Sheets signed by the 350 participants (as proof of actual headcount)
- Geo-tagged food delivery and distribution photographs

IV. ADMINISTRATIVE & ELIGIBILITY REQUIREMENTS

Bidders must submit the following eligibility documents along with their sealed price quotation: