



SUPPLEMENTAL/BID BULLETIN NO. 1

Date: January 21, 2026
Title: IB-2026-01-01 SUPPLY AND DELIVERY OF CATERING SERVICES FOR FIRST QUARTER ACTIVITIES AT EVSU MAIN CAMPUS – FY 2026
Reference No.: 12713258

This bulletin is being issued to revise/clarify certain portions of the bidding documents. This shall form an integral part of the bidding document for the above-mentioned procurement project.

REFERENCE	AMMENDMENTS/ CLARIFICATIONS
Section III. Bid Data Sheet ITB Clause 19 <u>For Electronic Bid Submission:</u> a) The Bidder must submit a soft copy of their bids through e-mail to evsu.bacsecretariat@evsu.edu.ph at any time before January 22, 2026, 1:30 PM (EVSU-Main Campus BAC Secretariat time).	Section III. Bid Data Sheet ITB Clause 19 <u>For Electronic Bid Submission:</u> a) The Bidder must submit a soft copy of their bids through e-mail to evsu.bacsecretariat@evsu.edu.ph at any time before January 29, 2026, 1:30 PM (EVSU-Main Campus BAC Secretariat time) .
Section VI. Schedule of Requirements	Please see Annex "A" for the Schedule of Requirements.
Section VII. Technical Specifications	Please see Annex "B" for the Technical Specifications.

All statements and formats referring to this clause should be amended/corrected accordingly.

For guidance and information of all concerned.

For further information, please refer to:

(SGD) VINCENT B. CABANTOC
Head, BAC Secretariat
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Noted:

(SGD) LYDIA M. MORANTE, DA
Vice President for Administration & Finance
Chairperson, Bids and Awards Committee



“Building Globally Competitive Professionals”

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Section VI. Schedule of Requirements

IB-2026-01-01 SUPPLY AND DELIVERY OF CATERING SERVICES FOR FIRST QUARTER ACTIVITIES AT EVSU MAIN CAMPUS – FY 2026						
LOT NO.	DESCRIPTION		UNIT	QTY	ABC	DELIVERED, WEEKS/MONTHS
	PR NO.	MONTH				
1	01-0001-26 SASO-ATO 01-0005-26 EVFIC 01-0010-26 ASD 01-0011-26 ASD 01-0015-26 SASO-SAO 01-0019-26 EXTERNAL AFFAIRS 01-0020-26 VPAA 01-0021-26 OUP 01-0024-26 RESEARCH & DEVELOPMENT 01-0025-26 VPAFAS 01-0026-26 EXTENSION SERVICES 01-0123-26 EXTENSION SERVICES	1 ST QUARTER CATERING (FY 2026)	LOT	1	1,135,300.00	<i>Within three (3) months from the receipt of Notice to Proceed (NTP)</i>

(Name of Bidder/Company)

(Signature Over Printed Name of Authorized Representative)

(Designation)

(Date)

Section VII. Technical Specifications

IB-2026-01-01 SUPPLY AND DELIVERY OF CATERING SERVICES FOR FIRST QUARTER ACTIVITIES AT EVSU MAIN CAMPUS – FY 2026					
LOT NO.	QTY	UNIT	ACTIVITY TITLE	UNIT COST	Statement of Compliance Comply/ Not Comply
1	1	LOT	1ST QUARTER CATERING 2026		
			01-0001-26 SASO-ATO		
			ENTRANCE EXAMINATION		
			FEBRUARY 7, 2026 (DAY 1)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: PORK, BEEF, AND FISH		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			FEBRUARY 8, 2026 (DAY 2)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: PORK, CHICKEN, AND FISH		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			FEBRUARY 21, 2026 (DAY 3)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: CHICKEN, BEEF, AND SEAFOOD		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			FEBRUARY 22, 2026 (DAY 4)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: PORK, BEEF, AND SEAFOOD		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			MARCH 7, 2026 (DAY 5)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: PORK, BEEF, AND FISH		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			MARCH 8, 2026 (DAY 6)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: PORK, CHICKEN, AND FISH		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			MARCH 21, 2026 (DAY 7)		
	42	PAX	LUNCH	300.00	
			3 MAIN COURSES: CHICKEN, BEEF, AND SEAFOOD		
			1 VEGGIES		

		1 DESSERT	
		1 RICE	
		1 DRINK (WATER)	
		MARCH 22, 2026 (DAY 8)	
42	PAX	LUNCH	300.00
		3 MAIN COURSES: PORK, BEEF, AND SEAFOOD	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		1 DRINK (WATER)	
		SERVING: PACKED	
		01-0005-26 EVFIC	
		EVFIC TARGET SETTING AND STAKEHOLDERS MEETING INVOLVING PERSONNEL IN PLANNING AND PROGRAM IMPLEMENTATION	
		MARCH 31, 2026	
40	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (SODA)	
40	PAX	LUNCH	300.00
		3 MAIN COURSES: PORK, CHICKEN, AND FISH	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		1 DRINK (SODA)	
40	PAX	PM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (SODA)	
		SERVING: PACKED	
		01-0010-26 ASD	
		EVSU FELLOWSHIP NIGHT 2026	
		FEBRUARY 13, 2026	
700	PAX	DINNER	400.00
		4 MAIN COURSES: PORK, BEEF, FISH, AND CHICKEN	
		1 VEGGIES	
		1 PASTA	
		1 DESSERT	
		1 RICE	
		SOFTDRINK AND WATER	
		SERVING: BUFFET	
		INCLUSIONS:	
		*BUFFET SET-UP WITH PRESIDENTIAL TABLE AND UNIFORMED FOOD ATTENDANTS	
		*FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES, TABLE NAPKINS, AND TABLES	
		01-0011-26 ASD	
		EVSU PARANGAL 2026	
		FEBRUARY 12, 2026	
350	PAX	DINNER	400.00
		4 MAIN COURSES: PORK, BEEF, FISH, AND CHICKEN	
		1 VEGGIES	
		1 PASTA	
		1 DESSERT	
		1 RICE	
		SOFTDRINK AND WATER	
		SERVING: BUFFET	
		INCLUSIONS:	

			*BUFFET SET-UP WITH PRESIDENTIAL TABLE AND UNIFORMED FOOD ATTENDANTS *FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES, TABLE NAPKINS, AND TABLES		
			01-0015-26 SASO-SAO		
			VALUES AND CHARACTER FORMATION SEMINAR		
			FEBRUARY 13, 2026		
100	PAX		AM SNACKS	100.00	
			1 SNACK FOOD		
			1 DRINK (JUICE)		
100	PAX		LUNCH	300.00	
			3 MAIN COURSES: CHICKEN, BEEF, AND SEAFOOD		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
			SERVING: PACKED		
			SEMINAR ON “EMPOWERING PWD SCHOLARS TOWARD ACADEMIC EXCELLENCE		
			MARCH 13, 2026		
160	PAX		AM SNACKS	100.00	
			1 SNACK FOOD		
			1 DRINK (JUICE)		
160	PAX		LUNCH	300.00	
			3 MAIN COURSES: PORK, BEEF, AND FISH		
			1 VEGGIES		
			1 DESSERT		
			1 RICE		
			1 DRINK (WATER)		
160	PAX		PM SNACKS	100.00	
			1 SNACK FOOD		
			1 DRINK (JUICE)		
			SERVING: PACKED		
			01-0019-26 EXTERNAL AFFAIRS		
			CAREER EXPO		
			FEBRUARY 2026		
80	PAX		AM SNACKS	100.00	
			1 SNACK FOOD		
			1 DRINK (SODA)		
			SERVING: PACKED		
			01-0020-26 VPAA		
			HARAMPANG WITH FACULTY		
			FEBRUARY 2026		
380	PAX		AM SNACKS	100.00	
			2 SNACK FOOD		
			1 DRINK (WATER)		
			SERVING: PACKED		
			CHED VISIT		
			JANUARY-MARCH 2026		
100	PAX		AM SNACKS	150.00	
			2 SNACK FOOD		
			1 DRINK (WATER)		
100	PAX		LUNCH	400.00	
			3 MAIN COURSES: CHICKEN, PORK AND FISH		
			1 VEGGIES		

		1 PASTA	
		1 SOUP	
		1 RICE	
		SODA	
100	PAX	PM SNACKS	150.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
		SERVING: BUFFET	
		INCLUSIONS:	
		*BUFFET SET-UP WITH UNIFORMED FOOD ATTENDANTS	
		*FREE FLOWING COFFEE AND WATER	
		*FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES AND TABLES	
		01-0021-26 OUP	
		PRESIDENT'S REDEDICATION CEREMONY	
		JANUARY-MARCH 2026	
300	PAX	SNACKS (MERIENDA CENA)	250.00
		4 HEAVY SNACK ITEMS	
		1 DRINK	
		SERVING: BUFFET	
		INCLUSIONS:	
		*BUFFET SET-UP WITH UNIFORMED FOOD ATTENDANTS	
		*FREE FLOWING COFFEE AND WATER	
		*FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES AND TABLES	
		1ST QUARTER MANAGEMENT COMMITTEE CONFERENCE	
		JANUARY-MARCH 2026	
50	PAX	LUNCH	300.00
		2 MAIN COURSES: PORK AND CHICKEN	
		1 VEGGIES	
		1 PASTA	
		1 SOUP	
		1 DESSERT	
		1 RICE	
		1 BEVERAGE WITH COFFEE & WATER	
		SERVING: BUFFET	
		INCLUSIONS:	
		*BUFFET SET-UP WITH UNIFORMED FOOD ATTENDANTS	
		*FREE FLOWING COFFEE AND WATER	
		*FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES AND TABLES	
		01-0024-26 RESEARCH & DEVELOPMENT	
		INSTITUTIONAL CAPACITY BUILDING ON RESEARCH PROPOSAL WRITING FOR NEW FACULTY MEMBERS	
		MARCH 6, 2026 (DAY 1)	
30	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (CANNED JUICE)	
30	PAX	LUNCH	300.00
		2 MAIN COURSES: FISH AND CHICKEN	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		WATER	
30	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (SODA)	
		MARCH 13, 2026 (DAY 2)	
30	PAX	AM SNACKS	100.00

		1 SNACK FOOD	
		1 DRINK (CANNED JUICE)	
30	PAX	LUNCH	300.00
		2 MAIN COURSES: FISH AND PORK	
		1 PASTA	
		1 DESSERT	
		1 RICE	
		WATER	
30	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (SODA)	
		MARCH 20, 2026 (DAY 3)	
30	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (CANNED JUICE)	
30	PAX	LUNCH	300.00
		2 MAIN COURSES: CHICKEN AND PORK	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		WATER	
30	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (SODA)	
		SERVING: BUFFET	
		INCLUSIONS:	
		*BUFFET SET-UP WITH PRESIDENTIAL TABLE AND UNIFORMED FOOD ATTENDANTS	
		*FREE USE OF UTENSILS, PLATES, SPOON, FORKS, DRINKING GLASSES, TABLE NAPKINS, AND TABLES	
		01-0025-26 VPAFAS	
		FOR VARIOUS ACTIVITIES OF THE OFFICE OF VP-ADMIN, FINANCE, & AUXILIARY SERVICES	
		JANUARY-MARCH 2026	
275	PAX	AM SNACKS	125.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
125	PAX	LUNCH	300.00
		2 MAIN COURSES: PORK AND CHICKEN	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		1 DRINK (WATER & JUICE)	
125	PAX	PM SNACKS	125.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
		SERVING: PACKED	
		01-0026-26 EXTENSION SERVICES	
		EXTENSION EXTRAVAGANZA: COLLEGE-WIDE EXTENSION ACTIVITIES	
		FEBRUARY 2026 (DAY 1)	
120	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	

120	PAX	LUNCH	300.00
		3 MAIN COURSES: BEEF, FISH AND CHICKEN	
		1 VEGGIES	
		1 DESSERT	
		1 RICE	
		WATER	
120	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
		FEBRUARY 2026 (DAY 2)	
120	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
120	PAX	LUNCH	300.00
		3 MAIN COURSES: SEAFOOD, CHICKEN, AND PORK	
		1 PASTA	
		1 DESSERT	
		1 RICE	
		WATER	
120	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
		SERVING: PACKED	
		01-0123-26 EXTENSION SERVICES	
		TABO HA EVSU 2026 TRADE FAIR	
		FEBRUARY 2026	
80	PAX	AM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
80	PAX	PM SNACKS	100.00
		1 SNACK FOOD	
		1 DRINK (WATER)	
		SERVING: PACKED	

The Supplier shall carry out the following scope of work as part of its services:

a) MEAL PROVISION AND SERVICE

The Supplier shall provide meals and refreshments suitable for trainings, seminars, and conferences, consisting of the following, as applicable:

- i. Lunch/Dinner (buffet-style, plated, or packed)
 - Two (2) or three (3) main courses, depending on the approved menu
 - Unlimited rice
 - Dessert
 - Choice of iced tea, juice, soda, and drinking water
- ii. AM/PM Snacks
 - Nutritious and savory snacks
 - Choice of iced tea, juice, soda, and drinking water
- iii. Other Services
 - Free-flowing coffee service with sugar and creamer or 3-in-1 coffee available throughout the training/conference duration.

<p>b) DELIVERY SCHEDULE AND PUNCTUALITY</p> <p>The Supplier shall strictly observe punctuality in the delivery and service of food, following the schedule below, unless otherwise adjusted by the End-User:</p> <ul style="list-style-type: none"> • AM Snacks : 09:30 AM – 10:00 AM • Lunch : 11:30 AM – 12:00 PM • PM Snacks : 02:30 PM – 03:00 PM • Dinner : 06:30 PM – 07:00 PM <p>c) COORDINATION, INSPECTION, AND CALL-OFF PROCEDURES</p> <p>The End-User shall furnish the Supplier with a duly accomplished Call-Off Form for each activity, subject to verification by BAC personnel prior to furnishing the Supplier and the Property Management Office (PMO). The Call-Off Form shall be submitted at least one (1) week before the scheduled event. No catering services shall be prepared, delivered, or provided by the Supplier for any activity or event without an approved and duly accomplished Call-Off Form. Upon delivery of meals and prior to distribution, the designated inspectorate, together with PMO personnel and other concerned offices, shall inspect the meals as to quantity, quality, and conformity with the approved menu and number of participants.</p> <p>d) EQUIPMENT, UTENSILS, AND SUSTAINABILITY COMPLIANCE</p> <p>The Supplier shall provide all necessary equipment and service ware, including but not limited to tables for food setup, tablecloths, skirting, food warmers, coffee makers, purified water with dispenser, drinking glasses, plates, cups, saucers, utensils, and table napkins. In compliance with Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000) and the EVSU Memorandum on the Adoption of Sustainable Materials and Prohibition of Single-Use Plastics, the Supplier shall strictly refrain from the use of single-use plastics within the University premises. Environmentally sustainable and reusable alternatives shall be used at all times, and proper waste segregation, disposal, and strict observance of the Clean-As-You-Go (CLAYGO) policy shall be ensured.</p> <p>e) FOOD QUALITY, SAFETY, AND HYGIENE STANDARDS</p> <p>The Supplier shall prepare nutritious, fairly priced, and ethnically diverse meals in proper serving portions in accordance with the approved menu. Food shall be served warm; cooking inside the training hall is prohibited except for reheating purposes. All food handlers shall observe the highest standards of personal hygiene, including the use of clean uniforms, hairnets, clear mouth covers, and well-trimmed nails, and shall demonstrate proper manners and skills in food service at all times. Liability for sickness, injury, or death resulting from improper food handling shall be borne by the Supplier and shall be limited to participants, resource persons, training staff, and other support staff, including all related medical expenses.</p> <p>f) CLEANLINESS, WASTE MANAGEMENT, AND POST-EVENT RESPONSIBILITIES</p> <p>The Supplier shall maintain cleanliness in the venue at all times, particularly in food service areas, and shall practice CLAYGO. Proper waste disposal shall be ensured through the provision of garbage bags. Any excess or leftover food shall be turned over to the Procuring Entity at the end of each day. After each training or conference, the Supplier</p>		
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shall submit a billing statement with complete supporting documents to the concerned End-User.		
<p>g) LOGISTICS, TRANSPORT, AND STAFFING REQUIREMENTS</p> <p>The Supplier shall have an appropriate service vehicle to hygienically transport food from its kitchen to the training venue. The Supplier shall provide an adequate number of food service staff, commensurate to the number of participants and the type of food service (buffet, plated, or packed), as follows:</p> <ul style="list-style-type: none">• Three (3) staff for 20–30 participants• Four (4) staff for 31–50 participants• Six (6) staff for 51–60 participants• Eight (8) staff for 61–80 participants• Ten (10) staff for 81–100 participants• For events exceeding one hundred (100) participants, one (1) additional staff shall be deployed for every additional twenty (20) participants or fraction thereof.		
<p>h) PRICING, QUANTITY ADJUSTMENTS, AND ADDITIONAL SERVICES</p> <p>The allowable ceiling or quotation price for one (1) meal and two (2) snacks shall be in accordance with the approved detailed budget estimate of the End-User. To anticipate shortages, the Procuring Entity may require a buffer equivalent to at least five (5) additional servings. At the option of the Procuring Entity, the Supplier shall provide catering services under the same terms and conditions for additional seminars, trainings, or conferences within the 2nd Quarter of FY 2025, subject to written notice at least five (5) calendar days prior to the activity.</p>		
<p>i) CHANGES, CANCELLATION, SUBSTITUTION, AND DELIVERY CONDITIONS</p> <p>The Procuring Entity reserves the right to cancel, reschedule, or substitute trainings and catering services due to institutional mandate, calamities, force majeure, or similar causes, upon formal notice to the Supplier at least three (3) days prior to the scheduled activity. Delivery of goods of specifications different from those approved shall not be allowed unless equivalent or superior items are justified in writing, favorably evaluated by the End-User or implementing unit, and approved by the authorized signatory, without additional cost to EVSU. Goods shall be delivered exclusively to the designated delivery site (EVSU Main Campus); unauthorized deliveries may be rejected and may constitute grounds for contract termination.</p>		

***Aside from using and submitting the Price Schedule outlined in Section VIII (Philippine Bidding Document – Related Forms), the bidder shall also use this template to provide a detailed presentation of its pricing.*

(Name of Bidder/Company)

(Signature Over Printed Name of Authorized Representative)

(Designation)

(Date)