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**MEMORANDUM NO. 15**

Series of 2021

**T O: All Vice Chancellors, Deans, Directors and Unit Heads**

**SUBJECT : Standard Specifications Needed for the Procurement of  
Non-Common Use Items**

Please be guided by the attached standard specifications (Attachment 1) for the procurement of Non-common Use Items in accomplishing your unit's requests for quotations (RFQ). RFQs that do not comply with the required standards will not be received and accommodated by the BAC Secretariat.

For compliance.

**ROLANDO T. BELLO**  
Vice Chancellor

## ATTACHMENT 1. Accomplishing the Request for Quotations.

**Table 1. List of item descriptions or specifications of inputs for Crops, Food, Animal Production, Processing Inputs, and related services.**

Classification	Descriptions/Specifications
Agricultural Chemicals/ Fertilizers/ Pest Control Products	<ul style="list-style-type: none"> <li><i>a.</i> General name of the item e.g. insecticide, molluscicide, herbicide, termiticide, etc.;</li> <li><i>b.</i> Name of active ingredient and its percent concentration or purity;</li> <li><i>c.</i> Formulation type (like WP, EC, etc.);</li> <li><i>d.</i> Formulation base (e.g. oil- or water-based), if applicable;</li> <li><i>e.</i> Packaging size;</li> <li><i>f.</i> FPA/FDA registered</li> <li><i>g.</i> Performance standards and recognized industry standards</li> </ul>
Agricultural Products (Plants, seedlings, seeds)	<ul style="list-style-type: none"> <li><i>a.</i> Species name;</li> <li><i>b.</i> Variety/cultivar;</li> <li><i>c.</i> Description indicative of age of plant and/or size (e.g. no. of leaves, plant height, etc.);</li> <li><i>d.</i> If potted, planting medium/container used</li> <li><i>e.</i> If seeds, germination rate and treatment required;</li> <li><i>f.</i> If seed stocks, cut size or plant size (height) and viability;</li> <li><i>g.</i> Packaging size</li> </ul>
Animal feeds	<p>Animals feeds</p> <ul style="list-style-type: none"> <li><i>a.</i> Name of animal feed;</li> <li><i>b.</i> Formulation type (like mash, pellets, etc.);</li> <li><i>c.</i> Guaranteed proximate analysis (%): crude protein (CP) content, moisture content, etc.;</li> <li><i>d.</i> Packaging size;</li> <li><i>e.</i> Delivery arrangement;</li> <li><i>f.</i> Expiration date specification</li> </ul>
Feed ingredients	<ul style="list-style-type: none"> <li><i>a.</i> Name of the feed ingredient</li> <li><i>b.</i> Guaranteed proximate/chemical analysis, if available;</li> <li><i>c.</i> Form of product preparation (e.g. cracked as in corn, meal, whole grain, etc.);</li> <li><i>d.</i> Packaging size;</li> <li><i>e.</i> Delivery arrangement;</li> <li><i>f.</i> Expiration date specification</li> <li><i>g.</i> Performance standards and recognized industry standards</li> </ul>
Food Stuff	<ul style="list-style-type: none"> <li><i>a.</i> Name of food / food ingredients</li> <li><i>b.</i> Guaranteed analysis, if applicable;</li> <li><i>c.</i> Form of preparation;</li> <li><i>d.</i> Packaging size;</li> <li><i>e.</i> Expiration date specification</li> <li><i>f.</i> Relevant characteristics and recognized industry standards</li> </ul>

Live Animals (Livestock, Birds, Live fish, etc..)	<ul style="list-style-type: none"> <li>a. Name of animal or species; breed, or strain;</li> <li>b. Classification name (e.g. day-old-chick, pullet, piglet, grower pig, etc.)</li> <li>c. Age;</li> <li>d. Sex;</li> <li>e. Live weight or body weight;</li> <li>f. Pre-delivery management practice(s) required (e.g. vaccinated);</li> <li>g. Delivery arrangement;</li> </ul>
Agricultural analysis, soil analysis	<ul style="list-style-type: none"> <li>a. Name of type of analysis (plant/animal tissue, soil, feed, and microbial);</li> <li>b. Scope of analytical work;</li> <li>c. Other necessary arrangement(s)</li> </ul>
Agricultural services (ex. land preparation and hand weeding)	<ul style="list-style-type: none"> <li>a. Name of the activity requiring labor or services;</li> <li>b. Scope of work to including area to be covered and expected date or period of completion of the activity.</li> <li>c. Other necessary requirements</li> </ul>

**Table 2. List of item descriptions or specifications of inputs for Hardware, Electrical, Plumbing, and Construction Supplies.**

Classification	Descriptions/Specifications
Civil and architectural works and supplies- carpentry, concrete, asphalt, formworks, construction equipment, metal works, tile works, roofing works, demolition works, painting materials	<ul style="list-style-type: none"> <li><i>a.</i> General description of item (lumber, paint, plywood, etc)</li> <li><i>b.</i> Detailed description (good lumber, Quick Drying Enamel, Marine etc)</li> <li><i>c.</i> Dimensions (length, width, height, thickness, diameter, gauge, etc)</li> <li><i>d.</i> Physical characteristics (color, design, finish, etc)</li> <li><i>e.</i> Packaging (box, can, tin, gallon etc) if necessary</li> <li><i>f.</i> Quantity per pack (mL/pouch, Pcs/box etc)</li> <li><i>g.</i> Available standards required (psi, PNS etc) if necessary</li> <li><i>h.</i> Preferred Brand and/or model if found necessary on the assumption that the infrastructure materials will be procured together with the infrastructure project itself (GPPB NPM 032-2014)</li> </ul>
Electrical works, electrical materials, lighting fixtures, power transformers, power distribution, alternator	<ul style="list-style-type: none"> <li><i>a.</i> General description of item (electrical wire, Compact Fluorescent Lamp, Bulb, Circuit breaker, etc)</li> <li><i>b.</i> Detailed description (THHN, THWN, wattage, amperes, etc)</li> <li><i>c.</i> Dimensions (thickness, gauge, diameter, etc)</li> <li><i>d.</i> Physical characteristics (color, design, finish, fire retardant, etc)</li> <li><i>e.</i> Packaging (box, can, rolls, etc) if necessary</li> <li><i>f.</i> Quantity per pack (m/roll, m/box, Pcs/box etc)</li> <li><i>g.</i> Available standards required (UL listed, PNS, etc) if necessary</li> <li><i>h.</i> Preferred Brand and/or model if found necessary on the assumption that the infrastructure materials will be procured together with the infrastructure project itself (GPPB NPM 032-2014)</li> </ul>
Plumbing and sanitary works - supplies, water and drainage, pipe systems, plumbing, fixtures, sewerage	<ul style="list-style-type: none"> <li><i>a.</i> General description of item (Pipe, Tee adaptor, Elbow, etc);</li> <li><i>b.</i> Detailed description (PVC, uPVC, GI, etc);</li> <li><i>c.</i> Dimensions (length, width, height, thickness, diameter, gauge, etc);</li> <li><i>d.</i> Physical characteristics (color, design, finish, etc) if necessary;</li> <li><i>e.</i> Packaging (can, tin, gallon etc) if necessary;</li> <li><i>f.</i> Quantity per pack (mL/pouch, Pcs/box etc);</li> <li><i>g.</i> Available standards required (psi, PNS etc) if necessary</li> <li><i>h.</i> Preferred Brand and/or model if found necessary on the assumption that the infrastructure materials will be procured together with the infrastructure project itself (GPPB NPM 032-2014)</li> </ul>

**Table 3. List of descriptions or specifications of inputs for Hospital, Medical, Laboratory Supplies and related services.**

<b>Classification</b>	<b>Descriptions/Specifications</b>
Chemicals and Chemical Products, Media and Reagents	<ul style="list-style-type: none"> <li>a. Unit of issue: Bottle, pack, can, carboy</li> <li>b. Reagent grade: AR, TG, USP, food grade, mol. bio. grade</li> <li>c. % purity (in some cases)</li> <li>d. Concentration [e.g. molarity (M)]</li> <li>e. pH (in some cases)</li> <li>f. Weight or volume/ unit of issue</li> <li>g. Physical description: pellets, powder, granules, etc.</li> <li>h. Certificate of product registration if necessary</li> <li>i. Performance requirements and recognized industry standards</li> </ul>
Gases	<ul style="list-style-type: none"> <li>a. Unit of issue: Tank, cylinder</li> <li>b. % purity</li> <li>c. Weight per tank or cylinder</li> <li>d. Indicate if with container or contents only</li> </ul>
Drugs and Medicines	<ul style="list-style-type: none"> <li>a. Unit of issue: Piece, capsule, tablet, pack, bottle, vial, ampule</li> <li>b. Complete generic description of medicine</li> <li>c. Concentration, dosage, Reconstituted or not</li> <li>d. Intramuscular or intravenous or oral</li> <li>e. w/ or w/o verification studies required,</li> <li>f. powder or granules</li> <li>g. Shelf-life (No. of years)</li> <li>h. Amount per unit of issue</li> <li>i. Certificate of product registration if necessary</li> <li>j. Performance requirements and recognized industry standards</li> </ul>
Medical and Laboratory Supplies	<ul style="list-style-type: none"> <li>a. Unit of issue: Unit of issue: Piece, capsule, tablet, pack, bottle, vial, ampule</li> <li>b. Identification of product</li> <li>c. important characteristics or properties</li> <li>d. Required material</li> <li>e. Sterile or not</li> <li>f. Dimensions (Lx W x H or Lx W x thickness), Design, capacity/ volume/ size</li> <li>g. composition and details of contents of a set, concentration, grade, amount per unit of issue</li> <li>h. Performance requirements and recognized industry standards</li> </ul>

<p>First Aid Kits (Recommended description)</p>	<ul style="list-style-type: none"> <li>a. Tackle box (details end-user's choice: plastic box, container, bag or cloth bag) with actual dimension)</li> <li>b. Cotton buds (50 tips per pack or 25 pcs per pack)</li> <li>c. Gauze (sterile, 4x4 inches, 2 pcs per pack)</li> <li>d. Bandage Scissor (blunt, 5.5 inches length, stainless steel material)</li> <li>e. Elastic bandage (2" x 5 yards single, self-closure), Elastic bandage (3" x 5 yards single, self-closure), Elastic bandage (4" x 5 yards single, self-closure), Elastic bandage (6" x 5 yards single, self-closure)</li> <li>f. Micropore tape (1in x 10 yd)</li> <li>g. Ice Bag</li> <li>h. Hot Water Bag (medium or large)</li> <li>i. Basin for povidone iodine solution (stainless, small)</li> <li>j. Adhesive bandage strips, wash proof antiseptic, 1 box x 50's)</li> <li>k. Splint 18" for wrist and elbow, 24" heel to knees)</li> <li>l. Triangular bandage cloth</li> <li>m. Arm sling (Adult)</li> <li>n. Oral Rehydration salts</li> <li>o. Paracetamol (500mg tablet)</li> <li>p. Povidone Iodine (10% solution antiseptic/ disinfectant, 120 ml plastic bottle)</li> <li>q. Alcohol (70% Ethyl alcohol, 500 ml)</li> <li>r. Mupirocin ointment (5g tube)</li> <li>s. Silver sulfadiazine cream (20g tube)</li> <li>t. Forceps</li> <li>u. Normal Saline for irrigating solution (1000ml plastic bottle)</li> <li>v. Hydrogen Peroxide (250 ml, 10 volume in plastic bottle)</li> <li>w. Aromatic Spirit of Ammonia (50 ml glass bottle)</li> <li>x. Measuring glass for intake and output 9250ml calibration)</li> </ul>
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**Table 4. List of item descriptions or specifications of inputs for Information Technology, Parts, Accessories, Supplies and related services.**

Classification		Descriptions/Specifications
Information Technology, Parts and Accessories	Branded and Brand New Server Tablet	<ul style="list-style-type: none"> <li>a. Processor type (e.g. Core i7, Quad Core, AMD Phenom, Intel® Atom™ Dual Core)</li> <li>b. CPU Speed (e.g. 3.6GHz, 3.3GHz, 3.0GHz)</li> <li>c. Cache Size (e.g. 10MB of Layer 3 cache, 8MB of Layer 3 Cache)</li> <li>d. Memory Size (e.g. 6GB DDR3, 4GB DDR2)</li> <li>e. HDD Size (e.g. 2TB, 1TB, 640GB)</li> <li>f. Display Resolution (e.g. Integrated Intel Graphics Solution; 19.5" 1600 x 900 resolution, LED-backlit LCD; 600 x 1024 pixels, 7.0 inches (~170 ppi pixel density))</li> <li>g. Operating System (e.g. Microsoft Windows 8; OS X; Free DOS; Linux; Android OS, v4.1 (Jelly Bean))</li> <li>h. Warranty (2 years parts and services)</li> <li>i. Accessories: Laptop bag (for laptop)</li> <li>j. Performance requirements and recognized industry standards</li> </ul>
	Branded and Brand New Desktop	<ul style="list-style-type: none"> <li>a. Processor: Intel Core i5-1035G1U or Advance Generation Model</li> <li>b. Memory: 4GB DDR4 or Higher</li> <li>c. Storage: 256GB NVMe SSD + 1TB HDD</li> <li>d. Display: 24-inch IPS LED Monitor</li> <li>e. Graphics: NVIDIA® GeForce® GT 1030 2 GB DDR5</li> <li>f. Ethernet Technology: Gigabit Ethernet</li> <li>g. Wireless LAN Standard: IEEE 802.11ax</li> <li>h. Bluetooth: Bluetooth 5.0</li> <li>i. Operating System: Windows 10 64 Bit</li> <li>j. Warranty: 3 years Parts &amp; Service</li> <li>k. All peripherals must be of the same brand.</li> </ul>
	Branded and Brand New Laptop	<ul style="list-style-type: none"> <li>a. Processor: Intel Core i5-1035G1U or Advance Generation Model</li> <li>b. Memory: 4GB DDR4 or Higher</li> <li>c. Storage: 256GB NVMe SSD + 1TB HDD</li> <li>d. Screen: 15.6" HD LED Display</li> <li>e. Graphics: Intel UHD Graphics</li> <li>f. Connectivity: Wireless 802.11 a/b/g/n/ac &amp; Gigabit LAN</li> <li>g. Webcam: HD webcam</li> <li>h. Operating System: Windows 10 64 Bit</li> <li>i. Battery: 41whr or Higher</li> <li>j. Accessories: Laptop Bag</li> <li>k. Warranty: 2 years Parts &amp; Service</li> <li>l. All peripherals must be of the same brand.</li> </ul>
	Branded and Brand New Monitor	<ul style="list-style-type: none"> <li>a. Form factor (e.g. CRT, LCD, LED)</li> <li>b. Screen size (32" Class (31.5" Diagonal) LED Television; 20"; 15.6" Widescreen)</li> <li>c. Display resolution (e.g. 1920 X 1080; 1600 x 900)</li> <li>d. Contrast ratio (100,000,000:1; 10,000,000:1 (dynamic); 700:1; 600:1)</li> </ul>

		<p>e. Signal input (e.g. HDMI; VGA (Analog D-sub) / DVI ; VGA, SVGA, XGA, SXGA, NEC, Apple and VESA)</p> <p>f. Warranty (at least 1-3 years on parts and services)</p> <p>g. Performance requirements and recognized industry standards</p>
	Branded and Brand New Printer	<p>a. Type (e.g Inkjet Plain; Inkjet Single Function Ink Tank System Printer; InkJet All-In-Ones)</p> <p>b. Resolution (e.g Max Resolution ( B&amp;W ) 5760 dpi x 1440 dpi; Max Resolution ( Colour ) 5760 dpi x 1440 dpi)</p> <p>c. Paper handling (e.g. Input Capacity: 120 sheets, A4 Plain paper; Plain Paper approx.150)</p> <p>d. Paper size (e.g. A4, A5, A6, B5 (ISO, JIS))</p> <p>e. Interface (e.g. IEEE 1284 Parallel Interface (Compatibility, Nibble and ECP Mode); Hi-Speed USB (2.0 Compatible); LAN Ethernet 10 / 100; Wireless b / g / n (802.11xx))</p> <p>f. Print Speed</p> <p>g. Memory capacity</p> <p>h. Duty monthly cycle</p> <p>i. Other requirements (scanner, fax, copier, etc.)</p> <p>j. Warranty (at least 1-3 years on parts and services)</p> <p>k. Performance requirements and recognized industry standards</p>
	Branded and Brand New External Drive or Hard Disk	<p>a. Form Factor( e.g. Desktop External HDDs, Portable External HDDs)</p> <p>b. Size (e.g. 3.5-inch, 2.5-inch)</p> <p>c. HDD Size (e.g. 6TB, 4TB, 3TB, 2TB, 1TB, 640GB, 500GB)</p> <p>d. Interface (e.g.USB 3.0)</p> <p>e. Compatibility: USB 3.0 and USB 2.0</p> <p>f. Warranty (3 years limited warranty)</p>
	Branded and Brand New Network-Attached Storage	<p>a. Form Factor (e.g. 2.5" HDD, prevailing HDD capacity, 3.5 inch SATA hard drives)</p> <p>b. HDD Size (e.g. 6TB, 4TB, 3TB, 2TB, 1TB, 640GB, 500GB)</p> <p>c. Expansion Bays Total (Free) (e.g. 4-BAY, 2-BAY, 2 ( 2 ) x internal - 3.5" x 1/3H, RAID 1 (2 drives only) and RAID 5 (3-4 drives))</p> <p>d. Ports (e.g. Gigabit Ethernet ports, USB 3.0 ports, USB 2.0 High speed, Wireless network attached storage)</p> <p>e. Warranty (at least 1-3 years on parts and services)</p> <p>f. Performance requirements and recognized industry standards</p>
	Branded and Brand New Access Point	<p>a. Radio Frequency (e.g. 2.4 GHz, 2.4 GHz and 5 GHz)</p> <p>b. Deployment Type (e.g. Indoor, Outdoor)</p> <p>c. Antenna Capacity [e.g. 4 dbi, 8 dbi, 12 dbi, 16dbi, 24 dbi)</p> <p>d. Standard Compliance (multiple choices allowed)</p>



		<p>(e.g. IEEE802.11n, IEEE802.11g, IEEE802.11b, 802.1Q (VLAN), 802.11i (WPA2 security), 802.11e (wireless QoS), IPv4 (RFC 791), IPv6 (RFC 2460), POE enabled]</p> <p>e. Warranty (at least 1-3 years on parts and services)</p> <p>f. Performance requirements and recognized industry standards</p>
	Branded and Brand New Switches	<p>a. Form Factor (e.g. Network Switch)</p> <p>b. Ports [e.g. 24-Port 10/100/1000, 16-Port 10/100/1000, 8-Port 10/100/1000, 5-Port 10/100/1000, One Fiber Interface, 100Mbps(*)]</p> <p>c. Standard Compliance [e.g. IEEE 802.3 Ethernet, IEEE 802.1p QoS Support (2 or 4 Queues), Supports Layer 2/Layer 3 Classification, Supports Priority in a Q-in-Q Tag, 802.3ab Gigabit Ethernet, USB 2.0/1.1, Port Configuration, Link Aggregation]</p> <p>d. Warranty (at least 1-3 years on parts and services)</p> <p>e. Performance requirements and recognized industry standards</p>
	Branded and Brand New Network Adapters	<p>a. Type (e.g. Wireless Adapter)</p> <p>b. Interface (e.g. USB 1.1, USB 2.0, USB 3.0, 32-bit PCI, 32-bit Cardbus)</p> <p>c. Standard Compliance (e.g. IEEE 802.11n, IEEE 802.11g, IEEE 802.11b)</p> <p>d. Warranty (at least 1-3 years on parts and services)</p> <p>e. Performance requirements and recognized industry standards</p>
	Branded and Brand New USB Flash Drives	<p>a. Capacity(e.g. 1GB, 2GB, 4GB, 8GB, 16GB, 32GB, 64GB)</p> <p>b. Interface (e.g.USB 2.0 or higher)</p> <p>c. Compatibility: USB 3.0 and USB 2.0</p> <p>d. Warranty (at least 1-3 years on parts and services)</p>
	UTP Cable	<p>a. Category (e.g. Cat5, Cat5e, Cat6, Cat6a)</p> <p>b. Quantity (e.g. Cat5, Cat5e, Cat6, Cat6a)</p> <p>c. Warranty (at least 1-3 years on parts and services)</p> <p>d. Performance requirements and recognized industry standards</p>
Inks and Toners	Branded and Brand New For Printers and Copiers/ Duplicating Machine	<p>a. Type (e.g. Ink Cartridge or Toner Cartridge, original/genuine or refill)</p> <p>b. Capacity (e.g. 150 ml or 350 ml)</p> <p>c. Color (e.g. cyan, black, magenta, etc.)</p> <p>d. Ink code or Model No. of cartridge (e.g. T642100)</p> <p>e. Printer/ Duplicating Machine Model (e.g for Epson Stylus Pro 9900)</p> <p>f. Warranty/ expiration</p>

**Table 5. List of item descriptions or specifications of inputs for Common Supplies and Consumables.**

<b>Classification</b>	<b>Descriptions/Specifications</b>
Office/ Janitorial Supplies	<ul style="list-style-type: none"> <li><i>a.</i> General description of item (paper, pen, trash bag, bleaching solution, detergent etc.)</li> <li><i>b.</i> Detailed description</li> <li><i>c.</i> Dimensions/ Size requirements (length, width, height, thickness, diameter, gauge, substance etc)</li> <li><i>d.</i> Physical characteristics (color, design, finish, etc)</li> <li><i>e.</i> Packaging (box, can, tin, gallon etc) if necessary</li> <li><i>f.</i> Quantity per pack (mL/pouch, Pcs/box etc)</li> <li><i>g.</i> Available standards required (psi, PNS etc) if necessary</li> <li><i>h.</i> Performance requirements and recognized industry standards</li> </ul>
Packaging materials, Packaging Supplies, and Containers	<ul style="list-style-type: none"> <li><i>a.</i> Name of the packaging material e.g. bag, box, string or tie, etc.;</li> <li><i>b.</i> Material made of (e.g. plastic, etc.);</li> <li><i>c.</i> Indicate if disposable, sterile, re-sealable, or autoclavable</li> <li><i>d.</i> Dimensions (Lx W x H or Lx W x thickness), Design, capacity/ volume/ size</li> <li><i>e.</i> Packaging size</li> <li><i>f.</i> Performance requirements and recognized industry standards</li> </ul>

**Table 6. List of item descriptions or specifications of inputs for Transportation Services.**

<b>Classification</b>	<b>Descriptions/Specifications</b>
Vehicle Rental/ Transport Services	<ul style="list-style-type: none"> <li><i>a.</i> Purpose (e.g. hiring of vehicles for meetings and conferences/ workshop/ research team, etc.)</li> <li><i>b.</i> Destination (e.g. Los Baños-NAIA- Los Baños, or Los Baños to Tagaytay)</li> <li><i>c.</i> Date of Travel (e.g. for the month of January, or Dec. 1 to 5, 2015)</li> <li><i>d.</i> No. of days (e.g. one day, 2 to 3 days)</li> <li><i>e.</i> Required vehicle capacity (e.g. maximum of 12 passengers)</li> <li><i>f.</i> Insurance requirement for passengers</li> <li><i>g.</i> Other details (e.g. fetch and ferry, tour)</li> </ul>
Repair and Maintenance of service vehicle	<ul style="list-style-type: none"> <li><i>a.</i> Purpose (e.g. Repair and maintenance of service vehicle or labor including materials for the repair of service vehicle)</li> <li><i>b.</i> Vehicle particulars (Honda Civic SFB 603 and Nissan Sentra SKS 170)</li> <li><i>c.</i> Scope of work</li> </ul>

**Table 7. List of item descriptions or specifications of inputs for Catering Services.**

<b>Classification</b>	<b>Descriptions/Specifications</b>
Snacks	<ul style="list-style-type: none"> <li>a. Purpose (e.g Snacks for meetings)</li> <li>b. Type (e.g. Packed, Buffet, Plated)</li> <li>c. Requirements (e.g. Chicken sandwich and soft drinks/coffee/tea/ bottled water or Baked Macaroni with garlic bread, iced tea)</li> </ul>
Beverages	<ul style="list-style-type: none"> <li>a. Requirements (e.g. Coffee, sugar, creamer, purified water, soft drinks)</li> <li>b. Packaging requirements ( e. g. 12 cans/ case)</li> </ul>
Meals (Lunch/ Breakfast / Dinner)	<ul style="list-style-type: none"> <li>a. Purpose (e.g Catering Services for workshop)</li> <li>b. Type (e.g. Packed, Buffet, Plated)</li> <li>c. Requirements (e.g. Breakfast -Fried Rice, Tocino/Tapa/Longanisa Eggs, Fruit/Juice, Coffee/Tea, Lunch - Viand, vegetable, rice, dessert, hot/cold drinks, Dinner - Soup/ salad, Rice, Fish/ Chicken/ Meat dish, dessert, drinks)</li> <li>d. Indicate if tables and chairs are included</li> <li>e. Other add-ons and requirements</li> </ul>