



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
Department of Development Broadcasting and Telecommunication- College of Development Communication

UPLB BAC SECRETARIAT  
BY: for DATE: 11-24-25  
NOV 28 2025 <sup>10am</sup>  
UPLB-RQ- 11-662-25-66003  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF  
SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Fund Code: 9392503  
MOP: Small Value Procurement  
Contact No: ccanubas@up.edu.ph  
Contact Person: carol joy canubas

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

*PAID 2025-11-14/64*

Note:

- Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not.
- Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
- Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature.
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved Budget for Contract shall be rejected.
- Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- Others: \_\_\_\_\_

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Catering Services	<b>Purpose: Inauguration Ceremony of Nora C. Quebral (NCQ) Hall December 10, 2025</b>								
		Plated/Assisted Buffet AM Snacks + Lunch for VIP Guest Snacks (Pasta, Pastry and Juice 350ml) Lunch (Rice, Meat/FishDish, Vegetable, Soup, Dessert, Fruit Juice	pax	60	440.00	26,400.00				
2		Packed AM and Lunch Snacks Snacks (Pasta, Pastry and Juice 350ml) Lunch (Rice, Meat/FishDish, Vegetable, Dessert, Soda 290 ml	pax	88	300.00	26,400.00				
3		Buffet set up includes catering staff, tables and chairs for 172 pax	LOT	1	32,000.00	32,000.00				
		<b>Purpose: Recognition Program Outstanding CDC Staff December 18, 2025</b> Plated/Assisted Buffet AM Snacks + Lunch for VIP Guest Snacks (Pasta, Pastry and Juice 350ml) Lunch (Rice, Meat/FishDish, Vegetable, Soup, Dessert, Fruit Juice	pax	51	440.00	22,440.00				
		<b>Note: Supplier must have food stall inside UPLB Campus and For Lumpsum Award</b>								
TOTAL ABC						107,240.00				

Reviewed and Checked by:

*Sheryl B. Posadas*  
SHERYL B. POSADAS  
BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the

*Carol Joy Canubas*  
Carol Joy Canubas  
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of **three (3) months**.
- Delivery period within 14 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)		/	/	/	/
4 PCAB License (for Infrastructure)		/		/	
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature over \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_