



UNIVERSITY OF THE PHILIPPINES

LOS BAÑOS

Los Baños, IV-A

VAT Reg. TIN: 000-864-006-0004

Request for Quotation/ Bid Form (Technical Specifications)

OFFICE OF THE DEAN

COLLEGE OF AGRICULTURE AND FOOD SCIENCE

UPLB BAC SECRETARIAT  
BY: fr DATE: 11-27-25

DEC 31 2025 10am

UPLB-RQ- 11-645-25-GOODS  
DEADLINE OF SUBMISSION

Suppliers Name:

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Date:  
Fund Code:  
MOP:  
Contact No:  
Contact Person:9/9/2025  

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Please quote your lowest price on the item/s listed below, subject to the General Conditions below. 2025-11-15 102

Note: 1. 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 applicable.

2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.  
 3. 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, unconditional statement of specification and compliance issued by the manufacturer and sample.  
 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).  
 5. Quotations exceeding the Approved Budget for Contract shall be rejected.  
 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation.  
 7. Others:

Caterers must have stalls within the locality of Venue for ease of accessibility and communication hassle free. With experience in food handling services on gatherings and events in the University for the last five (5) years. Flexibility regarding menu options. Food must be delivered either in packed or buffet style at most an hour before the serving time, and Cost of the services covers the caterers full service including set-up, break down and all staff considerations

RFQ for PR No. \_\_\_\_\_

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION		QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC Evaluators only)
						Suppliers must state here the technical and functional specifications of their offer against each of the individual parameters of each requirement.	RFQ for PR No. _____			
1	Catering Services	<b>Catering Services (Package 2: AM + PM Snack + Lunch + Dinner Plated), Meals for Meetings regarding Capacity Building Workshops</b>  <b>AM Snacks:</b> Pan de Sal with egg and cheese, Lugaw with egg and 230ml Apple/Orange Juice <b>PM Snacks:</b> Mixed Pancit Canton and Bihon, Chicken Empanada, and Canned juice 240ml <b>Lunch and Dinner:</b> Steamed Rice, Vegetable Dish, Chicken or Pork Dish, Soup, Filipino Desserts and Iced Tea <b>Inclusive Dates:</b> 12 December 2025	pax	60	700.00	42,000.00				
2	Catering Services	<b>Catering Services (Package 2: AM + PM Snack + Lunch + Dinner Plated), Meals for Meetings regarding Capacity Building Workshops</b>  <b>AM Snacks:</b> Ham and Egg sandwich, Lugaw with chicken strips and 230ml Apple/Orange Juice; <b>PM Snacks:</b> Carbonara, Puto with Cheese and Canned juice 240ml; <b>Lunch:</b> Steamed Rice, Caesar Salad, Chicken and Pork Adobo, Cassava Cake and 350ml bottled water; <b>Dinner:</b> Steamed Rice, Chopsuey, Grilled Liempo, Mango tapioca and 230ml Orange Juice; <b>Inclusive Dates:</b> 16 December 2025	pax	65	700.00	45,500.00				

NOTE: LOT AWARD

The service provider must have a current food stall inside UPLB.

TOTAL ABC 87,500.00

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

\_\_\_\_\_  
ANA G. EVANGELISTA  
BAC TWG

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 office as soon as possible on or before the deadline stated herein.

\_\_\_\_\_  
MARIAN M. BUENO

BUYER/ END-USER

## TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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, in the case of EXPENDABLE SUPPLIES, or a minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
3. Delivery period within 7 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any intemptions, erasure, or overwriting shall be valid only if they are signed or initialed 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: Joint Venture or Asterisk Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement: Emergency (Section 53.7)
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
6	Omnibus Sworn Statement		FOR ABC's ABOVE 50K			FOR ABC's ABOVE
7	NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC's ABOVE

After having carefully read and accepted your General Conditions, we quote you on the item at prices noted above.

Name of the Company

Address:

Signature over Printed

Name of Representative

Position:

Tel. No.

Fax No.

Email Address

Date