



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

Request for Quotation/ Bid Form (Technical Specifications)
GVM

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: November 18, 2025
Fund Code: 8278300
MOP: SMALL VALUE PROCUREMENT
Contact No: 536-2727
Contact Person: Brandon Glenn F. Resurreccion

2025-10-14 20

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

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
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: _____

CATERING SERVICES - PR#14428 - API 2025

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)
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for DECEMBER 12, 2025 AM snack: Clubhouse sandwich and potato fries, bottled water 500ml Lunch: Rice, chicken curry, ginisang ampalaya with egg, hototay soup, fresh fruit, bottled water 500ml PM snack: Buko pie, iced tea	pax	55	340.00	18,700.00				
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for DECEMBER 13, 2025 AM snack: Cheesy ensaymada, bottled water 500ml Lunch: Rice, pininyahang manok, buttered corn and carrot, mushroom soup, fresh fruit, bottled water 500ml PM snack: Donut, iced tea	pax	55	340.00	18,700.00				

CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for DECEMBER 9, 2025. AM snack: Lumpiang shanghai and ketchup dip, bottled water 500ml Lunch: Rice, beef tapa, chop suey, nido soup, fresh fruit, bottled water 500ml PM snack: Cassava cake, iced tea	pax	55	340.00	18,700.00			
CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for DECEMBER 10, 2025, AM snack: French toast with maple syrup, bottled water 500ml Lunch: Rice, sweet and sour pork, mixed veggies, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Baked siopao, iced tea	pax	55	340.00	18,700.00			
CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for DECEMBER 15, 2025. AM snack: Chicken sandwich, bottled water 500ml Lunch: Rice, kare-kare with bagoong, ensaladang talong, sotanghon soup, fresh fruit, bottled water 500ml PM snack: Pansit canton, iced tea	pax	55	340.00	18,700.00			
<i>lot award</i>					93,500.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

Shelly B. Aranas
BAC TWO

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

GB
*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
3. Delivery period within 14 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 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 50K
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 Printed

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____