



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Baños, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)

OFFICE OF THE DEAN

COLLEGE OF AGRICULTURE AND FOOD SCIENCE

UPLB BAC SECRETARIAT
BY: fr DATE: 12-05-25

DEC 09 2025 ^{10am}

UPLB-RQ-12-703-25-GOODS
RECEIVED ON 12-05-25

Suppliers Name: _____

Date	9/15/1041
Fund Code:	NP-53.9 Small Value Procurement
MOP:	
Contact No:	(049) 536-35-46
Contact Person	MARION M. BUENO

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

Note: 1. Pidders shall provide correct and accurate information required in this form. All entries must be typed/printed and signed by a responsible Project Manager/Head of the firm/Project Manager/Head of the firm.

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:
 - 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. _____

Reviewed and Checked By:

ana g. evangelista

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if you can have your quotation in the office on or as soon as possible after receipt of the above quoted letter.

MARION 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. All contracts are subject to the laws of the Philippines.

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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 53.7)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
Professional license/ CV (consulting services)	/	/	/	/	/
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
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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

Structure over Printed

Tel No. _____
Fax No. _____
Email Address. _____
Date. _____