



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

UPLB BAC SECRETARIAT
BY: fr DATE: 12-09-25
DEC 11 2025 10AM
UPLB-RQ-12-706-25-GOODS
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)

GVM

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name:

Date: December 03, 2025
Fund Code: 8276300
MOP: SMALL VALUE PROCUREMENT
Contact No: 536-2727
Contact Person: Brandon Glenn F. Resurreccion

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

PR# 2025-01-10948

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#10948 - 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 College Curriculum Committee Planning Workshop for JANUARY 7, 2026, AM snack: Garlic bread and baked macaroni, bottled water 500ml Lunch: Rice, fried chicken, molo soup, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Chicken burger, french fries, iced tea		pax	15	340.00	5,100.00				
CATERING SERVICES	Packed AM/PM Snacks and Lunch for College Curriculum Committee Planning Workshop for JANUARY 8, 2026, AM snack: Sandwich and pansit bihon, bottled water 500ml Lunch: Rice, pork asado, chopsuey, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Turon, iced tea		pax	15	340.00	5,100.00				

	CATERING SERVICES	Packed AM/PM Snacks and Lunch for College Curriculum Committee Planning Workshop for JANUARY 9, 2026, AM snack: Garlic bread and spaghetti, bottled water 500ml Lunch: Rice, fish fillet, mixed veggies, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Bilo-bilo, iced tea	pax	15	340.00	5,100.00			
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 12, 2026, AM snack: Garlic bread and baked macaroni, bottled water 500ml Lunch: Rice, fried chicken, molo soup, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Chicken burger, french fries, iced tea	pax	55	340.00	18,700.00			
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 13, 2026, AM snack: Sandwich and pansit bihon, bottled water 500ml Lunch: Rice, pork asado, chopsuey, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Turon, iced tea	pax	55	340.00	18,700.00			
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 14, 2026, AM snack: Garlic bread and spaghetti, bottled water 500ml Lunch: Rice, fish fillet, mixed veggies, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Bilo-bilo, iced tea	pax	55	340.00	18,700.00			
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 19, 2026, AM snack: Sandwich and sopas, bottled water 500ml Lunch: Rice, chicken adobo, mixed veggies, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Sinukmani, iced tea	pax	55	340.00	18,700.00			
	CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 20, 2026, AM snack: Puto and pansit bihon, bottled water 500ml Lunch: Rice, beef caldereta, cream of mushroom soup, mixed green salad, fresh fruit, bottled water 500ml PM snack: Ham and cheese sandwich, iced tea	pax	55	340.00	18,700.00			

CATERING SERVICES	Packed AM/PM Snacks and Lunch for Department Planning Workshop for JANUARY 21, 2026, AM snack: Empanada, bottled water 500ml Lunch: Rice, fried porkchop, ginisang sayote with carrots, egg drop soup, fresh fruit, bottled water 500ml PM snack: Hotdog sandwich, iced tea	pax	55	340.00	18,700.00			
CATERING SERVICES	Packed AM/PM Snacks and Lunch for College-wide Planning Workshop for JANUARY 26, 2026, AM snack: Garlic bread and baked macaroni, bottled water 500ml Lunch: Rice, fried chicken, molo soup, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Chicken burger, french fries, iced tea	pax	55	340.00	18,700.00			
CATERING SERVICES	Packed AM/PM Snacks and Lunch for College-wide Planning Workshop for JANUARY 27, 2026, AM snack: Sandwich and pansit bihon, bottled water 500ml Lunch: Rice, pork asado, chopsuey, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Turon, iced tea	pax	55	340.00	18,700.00			
CATERING SERVICES	Packed AM/PM Snacks and Lunch for College-wide Planning Workshop for JANUARY 28, 2026, AM snack: Garlic bread and spaghetti, bottled water 500ml Lunch: Rice, fish fillet, mixed veggies, fruit garden salad, fresh fruit, bottled water 500ml PM snack: Bilo-bilo, iced tea	pax	55	340.00	18,700.00			
LOT AWARD					183,600.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

GHEYNIL B. BESONIAS
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

[Signature]
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 50K	/	/	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: _____