



# UNIVERSITY OF THE PHILIPPINES

LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN 000-864-006-00004

## Request for Quotation/ Bid Form (Technical Specifications) CHE-DSDS

UPLB BAC SECRETARIAT  
BY: fr DATE: 12-11-25  
DEC 15 2025 10am  
UPLB-RQ- 12-723-25-GOODS  
DEADLINE OF SUBMISSION

DEADLINE OF  
SUBMISSION:

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

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

Fund Code: R025400

MOP: Small Value Procurement

Contact No: 09696441624

Contact Person: Lorie M. Alborida

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.
  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: \_\_\_\_\_

ME MS-12-15617

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	Meals for meetings, December 2025, 30 pax per meeting; Package 3 (Plated/ Assisted Buffet): AM Snack + Lunch / PM Snack + Lunch <b>15</b> December 2025: <b>PM snack:</b> pansit sotanghon/canton-kakanin-350ml bottled water + <b>Lunch:</b> rice-veggies-meat (chicken)-mixed fresh fruits-240ml bottled juice	pax	30	350.00	10,500.00				
2	Catering Services	Meals for workshop, December 2025, 30 pax per workshop; Package 1 (Plated/ Assisted Buffet): AM + PM Snack + Lunch; <b>16</b> December 2025: <b>AM Snack:</b> bread with spread-puto-pao-240ml bottled juice + <b>Lunch:</b> rice-meat (fish)-chopsuey-fresh fruits-350ml bottled water + <b>PM snack:</b> pansit sotanghon/canton-kakanin-350ml bottled water <b>17</b> December 2025: <b>AM Snack:</b> bilo-bilo-bread-350ml bottled water + <b>Lunch:</b> rice-stir fry mixed veggies-meat (chicken)-banana-350ml bottled water + <b>PM snack:</b> red sauce pasta-garlic bread-240ml bottled juice <b>18</b> December 2025: <b>AM Snack:</b> pansit guisado-kakanin-350ml bottled water + <b>Lunch:</b> rice-meat (pork)-mixed veggies-mixed fresh fruits-350ml bottled water + <b>PM snack:</b> ham and cheese sandwich-chicken Alfredo pasta-240ml bottled juice	pax	90	450.00	40,500.00				
TOTAL ABC						51,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By: \_\_\_\_\_

SHERYL B. POSADAS

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.

LORIE M. ALBORIDA  
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
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 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: \_\_\_\_\_

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

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

Signature over Printed

Name of

Representative: \_\_\_\_\_

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

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

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