



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, 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 OAC SECRETARIAT  
BY: *[Signature]* DATE: 3/31/22  
APR 04 2022 -TIL 11AM  
UPLB-RQ- 3-052-22-GOODS  
DEADLINE OF SUBMISSION

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

Date: \_\_\_\_\_  
Fund Code: \_\_\_\_\_  
MOP: **COMPETITIVE BIDDING**  
Contact No: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

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

- Note:
- 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.
  - Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
  - 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 source.
  - Quotation through facsimile is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.)
  - Quotations exceeding the Approved Budget for Contract shall be rejected.
  - Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation.
  - Others:
    - Caterers must have stalls within the locality of Los Baños for ease of accessibility and communication hassle free
    - With experience in food handling services on outdoor 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 evening 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	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION Bidders 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 Service	<b>Catering Services (AM Snacks/ Packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) For the month of APRIL 2022	pax	18	80.00	1,440.00				
2	Catering Services	<b>Catering Services (PM Snack/ Packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.)For the month of APRIL 2022	pax	20	80.00	1,600.00				
3	Catering Services	<b>Catering Services (Lunch/ packed)</b> , for Meetings, Conference, Seminars, Training and other College Events for that physical appearance is inevitable; Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of APRIL 2022	pax	20	180.00	3,600.00				
4	Catering Service	<b>Catering Services (Package 1: AM +PM Snack + Lunch/ packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of	pax	13	340.00	4,420.00				
5	Catering Services	<b>Catering Services (Package 2: AM +PM Snack + Lunch+ Dinner/ packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of APRIL 2022	pax	14	520.00	7,280.00				
6	Catering Service	<b>Catering Services (AM Snacks/ Packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) For the month of MAY 2022	pax	20	80.00	1,600.00				
7	Catering Services	<b>Catering Services (PM Snack/ Packed)</b> , for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) For the month of MAY 2022	pax	18	80.00	1,440.00				
8	Catering Services	<b>Catering Services (Lunch/ packed)</b> , for Meetings, Conference, Seminars, Training and other College Events, that physical appearance is inevitable; Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of MAY 2022:	pax	20	180.00	3,600.00				

9	Catering Services	Catering Services (Package 1: AM +PM Snack + Lunch/ packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of MAY	pax	13	340.00	4,420.00			
10	Catering Services	Catering Services (Package 2: AM +PM Snack + Lunch+ Dinner/ packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable; (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of MAY	pax	14	520.00	7,280.00			
11	Catering Services	Catering Services (AM Snacks/ Packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) For the month of JUNE 2022	pax	20	80.00	1,600.00			
12	Catering Services	Catering Services (PM Snack/ Packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) For the month of JUNE 2022	pax	20	80.00	1,600.00			
13	Catering Services	Catering Services (Lunch/ packed), for Meetings, Conference, Seminars, Training and other College Events, that physical appearance is inevitable; Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of JUNE 2022	pax	20	180.00	3,600.00			
14	Catering Services	Catering Services (Package 1: AM +PM Snack + Lunch/ packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable; (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of	pax	14	340.00	4,760.00			
15	Catering Services	Catering Services (Package 2: AM +PM Snack + Lunch+ Dinner/ packed), for Meetings, Conference, Seminars, Training and other College Events that physical appearance is inevitable, (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta and softdrinks, etc.) Lunch: Rice, a choice of meat, beef, chicken or fish, vegetable, dessert and bottled driks (different menus per meeting) for the month of JUNE 2022	pax	13	520.00	6,760.00			
					TOTAL ABC	55,000.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

E.M. CASABUENA 82621

BAC TWO

Please quote at your government price (including VAT) and state 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.

MARION M. BUENO  
BUYER/END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awarded 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.
- Delivery period within \_\_\_\_\_ calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any intimations, assurances, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

REQUIREMENTS	Shopping (Section 27)	Negotiated Procurement- Small Value Procurement (Section 28.5)	Negotiated Procurement- Lease of Real Property or Vehicle (Section 28.10)	Negotiated Procurement- Scientific, Software or Artistic Work, Exclusive Technology and Media Services (Section 28.8)	Negotiated Procurement- Emergency (Section 28.7)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhIC/PS 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 ABCS ABOVE 50K	/	/	FOR ABCS ABOVE
6 Omnibus Sworn Statement		FOR ABCS ABOVE 50K			FOR ABCS ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABCS 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: