



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 BAC SECRETARIAT  
BY: *[Signature]* DATE: 12/12/22

DEC 16 2022 - TUL  
11AM

UPLB-RQ- 12-329-22-60021  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date: \_\_\_\_\_  
Fund Code: 0263800 *[Signature]*  
MOP: Rp-23.8 SMALL VALUE  
Contact No: (049) 638-35-48  
Contact Person: MARION M. BUENO

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 sample.
  - Quotation through fax/email 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 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. \_\_\_\_\_

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	Catering Services (AM Snacks/ Packed), for BS Agricultural Biotechnology & BS Food Science and Technology Review and Assessment of the Online AUN-QA Program Assessment (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta) Date: 16 December 2022	pax	200	80.00	16,000.00				
3	Catering Services	Catering Services (PM Snacks/ Packed), for BS Agricultural Biotechnology & BS Food Science and Technology Review and Assessment of the Online AUN-QA Program Assessment (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta) Date: 16 December 2022	pax	200	80.00	16,000.00				
3	Catering Services	Catering Services (Lunch/ Packed), for BS Agricultural Biotechnology & BS Food Science and Technology Review and Assessment of the Online AUN-QA Program Assessment (Various combo of snack and drinks per meeting, e.g. hamburger and water, clubhouse and juice, pasta) Date: 16 December 2022	pax	300	180.00	54,000.00				
						86,000.00				
<b>TOTAL ABC</b>										
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

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

*[Signature]*

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.

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 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.
- Delivery period within 7 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 interinations, emans, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

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

REQUIREMENTS	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Value (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Trade 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 PCAS License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S
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: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Signature over Printed Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_