



**UPLB BAC SECRETARIAT**  
BY: \_\_\_\_\_ DATE: 11/24  
**OCT 15 2024 - TIL 10AM**  
**UPLB-RQ-10-377-24-GOODS**  
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**DEADLINE OF SUBMISSION**  
DEADLINE OF

Request for Quotation/ Bid Form (Technical Specifications)  
CVM

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

Date: Oct-11 2024  
Fund Code: 932010  
MOP: \_\_\_\_\_  
Contact No: 092-2727  
Contact Person: Andres P. Adviviso

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
- 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: \_\_\_\_\_

**Catering Services for UPLB Palaro 2024**

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 <small>Suppliers must state how the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	CATERING SERVICES	A. Packed Am Snacks for Opening Ceremony : AM Snacks: Chicken Sandwich , Bottled Water 500 ML (Nov 4, 2024)	pax	300	80.00	24,000.00				
2		B. Packed PM Snacks and Dinner for Closing Cermony PM Snacks: Pansit Sotanghon, Sinukmani, Bottled Water . Dinner: Rice, Chicken Bbq, Pork Menudo, Mixed Veggies, Fresh Fruits, Bottled Water ( Nov 8, 2024)	pax	350	260.00	91,000.00				
3		C. Packed AM Snacks and Lunch for Sports Officials (Nov 4) AM Snacks: garlic Bread, Baked Mac, Bottled Water Lunch: Rice, Baked Bangus, Chopsuey, Pork Adobo, Water (Nov 5) AM Snacks : Chicken Sandwich, Water Lunch: Rice, Menudo, Pinakbet, Water (Nov 6) Am Snacks: Tuna Sandwich, Water Lunch : Rice, Chicken Afritada, Ampalaya, Water ( Nov 7) AM Snacks: Chicken Lugaw with egg, water Lunch : Rice, Pork steak, monggo, Water (Nov 8 ) AM Snacks: Empanada, water Lunch: Rice, Lumpiang Shanghai, mixed veggies water	pax	179	260.00	46,540.00				
4		D. Packed AM/PM Snacks and Lunch for Sports Officials (Nov 4) AM Snacks: Garlic Bread, Baked Mac water Lunch : Rice, Baked bangus, Chopseuy, adobo , water PM Snacks: Pansit sotanghon, sinukmai , water (Nov 5 ) AM Snacks: Chicken Sandwich, water Lunch : Rice, Menudo, Pinakbet, Water PM Snacks: Turon , Water (Nov 6) AM Snacks: Tuna Sabdwqich, Water Lunch : Rice, Chicken afritada, ampalaya, Water PM Snacks : Buchi, Bami, water	pax	151	340.00	51,340.00				
4		E. Packed PM Snacks and Dinner for Sports Officials PM Snacks: (Nov 6) Buchi, Bami water Dinner: rice fish fillet mixed veggies water, (Nov 7) PM Snacks: Pansit Bihon, Water Dinner: rice, morcon, stir fried veggies, water ( Nov 8) PM Snacks: Empanada water Dinner, Rice, cordon Bleu, fresh lumpia, fish fillet fruits , water	pax	20	260.00	5,200.00				
5	F. Packed AM/PM Snacks , Lunch and Dinner for sports officials/ Coordinators (Nov 4)AM Snacks: Garlic Bread, Baked Mac, Water : Lunch : Rice, Baked bangus, Chopsuey, pork adobo, water; PM Snacks : Pansit Sotanghon, Sunukmani , Water ; Dinner : Rice , Cordon Bleu , Fresh Lumpia, fish fillet , water . (Nov 5) AM Snacks: Chicken Sandwich, Water Lunch: Rice , Menudo, Pinakbet, Water, PM Snacks: Turon, water Dinner, Rice, fresh garden salad, fried pork chop, water (Nov 6) AM Snacks: Tuna Sandwich, Water Lunch : Rice, Chicken Afritada, Ampalay, water PM Snacks: Buchi, Bami, Water DINNER: Rice, Fish Fillet, mixed veggies, eater (Nov 7) AM Snacks: Chicken Lugaw with add Lunch: Rice Pork Steak Monggo	pax	318	520.00	165,360.00					

6	G. Packed Dinner for Sports Officials (Nov 4 ) Dinner: Rice, cordon blue, fresh lumpia, fish fillet, water (Nov 5) Dinner, Rice Fresh garden salad, fried pork chop water	pax	24	180.00	4,320.00				
7	H. Packed PM Snacks and Dinner for Sports Officials (Nov 6) PM Snacks: Pansit Bihon, Water Dinner: Rice Morcon stir fried veggies water ( Nov 7 ) PM Snacks: Empanada, water ( Nov 8) Rice, cordon blue, fresh lumpia, fish fillet fruits water	pax	30	260.00	7,800.00				
8	I. Packed AM Snacks for Yellow Raptors AM Snacks: Pansit Sotanghon , Garlic Bread, Water (Nov 4)	pax	324	80.00	25,920.00				
9	J. Packed PM Snacks for Yellow Raptors PM Snacks: Pork Lasagna garlic Bread Water (Nov 8)	pax	300	80.00	24,000.00				
END-USERS REQUIREMENT : 1. SUPPLIER SHOULD HAVE AT LEAST TWO (2) YEARS IN EXPERIENCE IN CATERING SERVICES AND HAS CONTINUOUSLY AND CURRENTLY CATERING / SERVING THE UPLB COMMUNITY; 2). LUMP SUM AWARDING (only one supplier for the event duration) 3). OFFICE/SHOP/ KITCHEN SHOULD BE WITHIN LOS BAÑOS 4).IN CHARGE OF DELIVERING FOOD ON TIME IN DIFFERENT LOCATION WITHIN UPLB CAMPUS DURING THE 5-DAY DURATION OF THE SPORTING EVENT 5). WILLING TO COORDINATE CLOSELY / ATTEND MEETINGS WITH END-USER BEFORE AND DURING THE EVENT TO DISCUSS PROCEDURES , EXPECTATIONS AND FEEDBACK 6). FOOD SHOULD BE FRESHLY PREPARED JUST BEFORE THE SET TIME OF DELIVERY/RECEIPT OF FOOD									
					445,480.00				

Reviewed and Checked By:

*LEA G. GONZALES*  
BAC (TWG)

TOTAL QUOTED AMOUNT IN WORDS:

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.

*ANDRES P. ADIVISO*  
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
- Delivery period within 14 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 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)	/	/	/	/	/
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K

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: \_\_\_\_\_