



PHILIPPINE CARABAO CENTER  
University of the Philippines Los Baños  
Los Baños, IV-A  
VAT Reg. TIN: 000-864-006-00004



**UPLB BAC SECRETARIAT**  
BY: AS DATE: 01-31-25  
**FEB 07 2025 10am**  
**UPLB-RQ-01-054-25 RES**  
**DEADLINE FOR SUBMISSION**

**Request for Quotation/ Bid Form (Technical Specifications)**  
**UPLB BAC -SEC**

DEADLINE OF  
SUBMISSION:

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

Date: January 23, 2025  
Fund Code: 8814921  
MOP: SMALL VALUE PROCUREMENT  
Contact No: (049) 536 2729 / 09155991170  
Contact Person: NARCISO S. TOLEDO / GERALD B. PELEGRINA

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

*MAN 2501-1A016*

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

**2025 Catering Services**

2501-1A016

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		Meals for AFSS Related activities ( Package 1:AM Snack+Lunch+PM Snack packed) AM Snack: Pancit Bihon, Sliced Bread, Fried Egg, Water; Lunch: Rice, Ginataang Langka, Fried Chicken, Fruit Salad, Soft Drinks; PM Snack: Garlic Bread, Bake Mac, Juice. February 14, 2025	Pax	25	340.00	8,500.00				
2		Meals for General Assembly Related activities ( Package 1:AM Snack+Lunch+PM Snack packed) AM Snack: Fried Rice, HotDog, Fried Egg, Water; Lunch: Rice, Ginisang Togue, Chicken Inasal, Fruit Salad, Soft Drinks; PM Snack: Garlic Bread, Bake Mac, Juice. February 17, 2025	Pax	60	340.00	20,400.00				
3	Catering Services	Meals for IH Meeting Related activities ( Package 1:AM Snack+Lunch+PM Snack plated) AM Snack:Rice, Tapa, Fried Egg, Water; Lunch: Rice, Lumpiang Sariwa, Pork Igado, Coffee Jelly, Soft Drinks; PM Snack: Garlic Bread, Spagetti, Juice. February 24, 2025	Pax	25	450.00	11,250.00				
4		Meals for ISO-IQA Related activities ( Package 1:AM Snack+Lunch+PM Snack packed) AM Snack: Fried Rice, Tocino, Fried Egg, Water; Lunch: Rice, Chopsuey, Chicken Afritada, Gulaman, Soft Drinks; PM Snack: Garlic Bread, Macaronni Spagetti, Juice. February 19, 2025	Pax	30	340.00	10,200.00				
5		Meals for Various GAD/Records Related Training/ Seminars/ Meetings activities ( Package 1:AM Snack+Lunch+PM Snack plated) AM Snack: Fried Rice, Pork Chop, Fried Egg, Water; Lunch: Rice, Ginisang Upo, Beef Steak, Fruit Salad, Soft Drinks; PM Snack: Turon, Bake Mac, Juice. February 27, 2025	Pax	25	450.00	11,250.00				
<b>TOTAL</b>	<b>Note: For LOT award</b>				<b>TOTAL ABC</b>	<b>61,600.00</b>				
								<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:

ANA G. EVANGELISTA  
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.

Jhonat A. Presa  
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 (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.
3. Delivery period within **30** 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:	_____	Tel. No. :	_____
Address:	_____	Fax No. :	_____
Signature over Printed	_____	Email Address:	_____
Position:	_____	Date:	_____