



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, P.A.
VAT Reg. TN: 908-264-006-00004

Request for Quotation Bid Form (Technical Specifications)
UPLB BAC-REG

UPLB BAC SECRETARIAT
BY: B DATE: 07-01-25
JAN 14 2025 10am
UPLB-RQ-01-543-25-600ds
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: August 21, 2025
Fund Code: 9317810
MOP: Small Value Procurement (SVP)
Contact No: 828515799
Contact Person: JANET DALENSON

Please quote your lowest price on the items listed below, subject to the General Conditions below.

- Note:
- Bidders shall provide correct and accurate information required in this form. All entries must be legible and properly accomplished. Do not leave blank written, just 0/0 for not applicable.
 - Price quotations to be itemized in Philippine Peso, shall include all taxes, duties, and/or other charges.
 - Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's unswayed seal. Unconditional statement of specifications and compliance issued by the manufacturer and complete.
 - Quotation through internet is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (PO).
 - Quotations exceeding the Approved Budget for Contract shall be rejected.
 - Complementary requirements per Memorandum No. 02 Series of 2017 shall be attached upon submission of the quotation.
 - Others: _____

MODE CATERING SERVICES

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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION: (Leave this space blank. For BAC Evaluators only)
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of February 2025 Lunch plain rice, fish, pork/chicken dish, vegetables, drinks and dessert PmSnack pasta with bread and drinks w/ over flowing brewed coffee, creamer and sugar Note: Service provider must have food stall inside or near the UPLB Campus	pax	180	350.00	63,000.00				
						63,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
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.

[Signature]
Janet Dalenson
BUYER ENGINEER

TERMS AND CONDITIONS:

- Price quotations shall be valid for a period of at least (3) calendar days from the date of submission.
- In order to ensure 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 IT/ITCAREL - SUPPLIER, or a minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of IT/ITCAREL - SUPPLIER after acceptance by first user of the delivered supplies.
- 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 information, services, or something shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (SPS Resolution No. 71-2017)

REQUIREMENTS	Shipping (Section 52)	Negotiated Procurement Small Value Procurement (Section 53 (i))	Negotiated Procurement Lease of Real Property or Value (Section 53 (i))	Negotiated Procurement: Goods, Services, or Assets Work, Exclusive Technology and Media Services (Section 53 (i))	Negotiated Procurement Emergency (Section 53 (2))
1) Major Differences (Fixed)	/	/	/	/	/
2) PHAGSIS Negotiation Number	/	/	/	/	/
3) Professional Services (if Available)	/	/	/	/	/
4) POAB License (for Infrastructure)	/	/	/	/	/
5) Invoice / Statement for Income tax (only for government agencies as issuer)		FOR INFORMATION			FOR INFORMATION
6) Distribute Sworn Statement		FOR INFORMATION			FOR INFORMATION
7) NTC for Identification with ABC across PHSEA					FOR INFORMATION

After having carefully read and accepted your General Conditions, We quote you on the Base at prices noted above.

Name of the Company: _____
Address: _____
Signature over Printed Name of Representative: _____
Position: _____
Tel. No: _____
Fax No: _____
Email Address: _____
Date: _____