



UNIVERSITY OF THE PHILIPPINES

LOS BANOS, N/A
VAT Reg. TN: 000-884-000-00004

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

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 07-01-25
UPLB BAC 14 2025 10AM
DEADLINE OF SUBMISSION: 01-544-25-6000
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: _____
Fund Code: 9317810
MOP: _____
Contact No: _____
Contact Person: JANET BALENSON

9317810
Competitive bidding STP
9385158200

PR # 169372
PC: 9317810

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

- Note:
1. 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.
 2. Price quotations to be determined in Philippine Peso shall include all taxes, duties, and/or fees payable.
 3. Bidders must include the BRAND and MODEL NUMBER for equipment and accessories or peripherals. Bidders shall be in the name of manufacturer's unenclosed sales literature; unenclosed statement of approval and compliance issued by the manufacturer and sample.
 4. Quotation through facsimile is acceptable. Winning bidder shall submit original signed PQ before issuance of Purchase order (P.O.).
 5. Quotations exceeding the Approved Budget for Contract shall be rejected.
 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation.
 7. Others: _____

2025 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 <small>Suppliers must state how the offered technical specifications of their offer against each of the individual services of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>Leave this space blank. For BAC Evaluators only.</small>
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of January 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 TWS

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.

Janet Balenson
BUYER/ END USER

TERMS AND CONDITIONS:

1. Price quotations 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 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.
3. Delivery period within 14 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 initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 21 2017)

REQUIREMENTS	Shopping (Section 57)	Negotiated Procurement- Small Value Procurement (Section 53.8)	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. PhRISPS 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 ARTS ABOVE 50K	/	/	FOR ARTS ABOVE 50K
6. Omnibus Sworn Statement	/	FOR ARTS ABOVE 50K	/	/	FOR ARTS ABOVE 50K
7. NPOC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ARTS ABOVE 50K

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

Name of the Company: _____

Address: _____

Tel. No: _____

Fax No: _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____