



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 CHANCELLOR

UPLB BAC SECRETARIAT  
BY: RS DATE: 02-03-25  
FEB 07 2025 10am  
UPLB-RQ-02-019-25-60025  
UPLB BAC  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date: January 31, 2025  
Fund Code: N8-416-47 ; N8-421-34 ; N8-428-21  
MOP: SMALL VALUE PROCUREMENT  
Contact No: 9649979787

Contact Person: Eric Repoldo / ecrepoldo@up.edu.ph

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

PAID 2025-01-02714

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: \_\_\_\_\_

**RFQ FOR PR #2025-01-02714 Catering Services for UPLB-Kyoto University International Conference at SEARCA (Feb. 8, 2025)**

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, Assisted Buffet AM Snacks, pastry bits, cookies/cakes, fruit juice	pax	200	120.00	24,000.00				
2	Catering Services	Catering Services, Assisted Buffet Lunch, Rice, Chicken/pork meatdish, seafood dish, vegetables dish, soup, dessert, fruit juice and coffee	pax	200	700.00	140,000.00				
3	Catering Services	Catering Services, Assisted Buffet PM Snacks, pastry bits, cookies/cakes, fruit juice	pax	200	120.00	24,000.00				
4	Catering Services	Catering Services, Assisted Buffet Dinner, Rice, Chicken/pork meatdish, seafood dish, vegetables dish, soup, dessert, fruit juice	pax	150	700.00	105,000.00				
<b>*Includes catering staff, tables and chairs (good for 200pax);</b>										
<b>*Supplier must have food stall inside UPLB Campus;</b>										
<b>*SEARCA will collect admin fee</b>										
						<b>TOTAL ABC</b>	<b>293,000.00</b>			
						<b>TOTAL QUOTED AMOUNT IN WORDS:</b>				

Reviewed and Checked By:

ANA G. EVANGELISTA  
BAC SECRETARY

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.

Eric C. Repoldo  
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 1 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)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
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

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: \_\_\_\_\_