



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS
 Los Baños, M-A
 VAT Reg. TIN: 606-064-008-00004
Request for Quotation/ Bid Form (Technical Specifications)
UPLB BAC-SEC

UPLB BAC SECRETARIAT
 BY: *[Signature]* DATE: 02-19-25
FEB 24 2025 10am
UPLB-RQ- 02-050-25-60005
UPLB BAC
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: February 12, 2025
 Fund Code: 8317910
 MOP: SVP
 Contact No: 8914148588
 Contact Person: Evelyn G. Lomboy-Fernando

PR# 149336

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, in print and properly accomplished. Do not leave blank entries, use "N/A" for not applicable.
 - Price quotations to be documented in Philippine Peso shall include all taxes, duties, and/or license 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-annotated sale literature, unconditional statement of specifications and compliance issued by the manufacturer and sample.
 - Question through facsimile is acceptable. Bidders/bidder shall submit original signed RFQ before issuance of Purchase order (P.O.)
 - Quotations exceeding the Approved Budget for Contract shall be rejected.
 - Documentary requirements per Memorandum No. 02 Series of 2017 shall be attached upon submission of the quotation.
 - Others: _____

2025 CATERING SERVICES

ITEM NO.	GENERAL NATURE OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASUREMENT	QTY	ESTIMATED UNIT APPROXIMATED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROXIMATED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EXTRA SERVICES (Include with regular item. For BAC Evaluation only)
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of March 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	pax	195	350.00	68,250.00				
	Additional Specifications:	Must have a cafeteria inside UPLB Campus. Must have a very satisfactory rating for services made.								
						TOTAL ABC	68,250.00			
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:

[Signature]
ANA G. EXANGEUSTA
 BAC MWG

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.

[Signature]
Evelyn G. Lomboy-Fernando
 BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotations 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 7 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 initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (UPB Resolution No. 21-2013)

REQUIREMENTS	Shopping (Section 52)	Regulated Procurement- Small Value Procurement (Section 53.8)	Regulated Procurement- Lease of Real Property or Venue (Section 53.16)	Regulated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.8)	Regulated Procurement- Emergency (Section 53.2)
1. Mayor's Business Permit	/	/	/	/	/
2. PRAGPS Registration Number	/	/	/	/	/
3. Professional license of IT/consulting services	/	/	/	/	/
4. PICAG License (for Infrastructure)	/	/	/	/	/
5. Income / Business tax returns (except for government agencies as listed)		FOR ABC'S ABOVE ITEM	/	/	FOR ABC'S ABOVE ITEM
6. Omnibus Sworn Statement		FOR ABC'S ABOVE ITEM			FOR ABC'S ABOVE ITEM
7. NFCC for Infrastructure with ABC above P150M		/			FOR ABC'S ABOVE ITEM

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 Name of Representative: _____

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____