



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UPLB BAC SECRETARIAT  
BY: *[Signature]* DATE: 03-03-25

MAR 07 2025 10am

UPLB-RQ- 03-065-25-6025  
DEADLINE OF SUBMISSION  
UPLB-RQ- 168600

DEADLINE OF  
SUBMISSION:

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

Date: Feb. 28, 2025  
Fund Code: 9317810 - C0000848  
MOP: Small Value Procurement  
Contact No: 536-2306  
Contact Person: MARIA RACHELLE R. LOPEZ

Please quote your lowest price on the item/s listed below, subject to the General Conditions below. **PR NB-168600**

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:

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 here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Catering services	(Package 3 -AM Snacks+Lunch/PM Snacks+Lunch-Plated/Assisted Buffet - AM/PM SNACKS - creamy-cheese-bacon pasta, cheese sandwich, juice, 240 ml; LUNCH - rice, Chicken pastel, crispy liempo, warden salad, mixed fresh fruit, and bottled water-350 ml), <b>MARCH 07, 2025</b>	pax	165	350.00	57,750.00				
		Note: with existing store/stall inside UPLB campus								
TOTAL ABC						57,750.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

*[Signature]*  
VENUS L. BENZON  
BAC TWG

*[Signature]*  
MARIA RACHELLE R. LOPEZ  
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 5 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-foresaid)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for infrastructure with ABC above PHS00K	/	/	/	/	FOR ABC'S ABOVE 500K

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: \_\_\_\_\_