



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
CEAT OFFICE OF THE DEAN (CEAT OD)

UPLB BAC SECRETARIAT  
BY: B DATE: 03-04-25  
MAR 10 2025 10am  
UPLB-RQ-03-070-25-60025  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: Feb 28, 2025  
Fund Code: 8301032  
MOP: SVP  
Contact No: 9772675890  
Contact Person: RUSELLEN BARAQUIO

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

PR # 2025-02-03962

- 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
  - 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: \_\_\_\_\_ with CPC and comprehensive insurance

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>Bidders 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 (Leave this space blank. For BAC/Evaluators only)
	CATERING SERVICE	Food Order Packed Lunch: Rice, beef brocolli, veggies, banana, bottled water <b>MAR. 24, 2025</b>	pax	60	180.00	10,800.00				
	CATERING SERVICE	Food Order Packed Package 3: AM Snacks-pancit, puto and softdrinks saktó size, Lunch- rice, chicken BBQ, veggies, banana and Bottled water <b>MAR. 12, 2025</b>	pax	360	260.00	93,600.00				
	CATERING SERVICE	Food Order Packed Package 3: Lunch-rice, pork caldereta, veggies, banana and Bottled water, PM Snacks-pesto pasta, garlic bread and softdrinks saktó <b>MAR 20, 2025</b> <b>FOR CEAT EVENTS MARCH 2025</b>	pax	50	260.00	13,000.00				
		<b>Note: SUPPLIER MUST HAVE A PHYSICAL STORE WITHIN UPLB CAMPUS</b>								
<b>TOTAL ABC</b>						<b>117,400.00</b>				

Reviewed and Checked By:

ANA VERONICA EVANGELISTA  
BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

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

RUSELLEN BARAQUIO  
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
- Delivery period within \_\_\_\_\_ 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 representatives.

**Requirements for Suppliers (OPPB Resolution No. 21-2017)**

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value	Negotiated Procurement- Lease of Real Property or	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilCEPS 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 500k
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 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: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Position: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_