



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
CVM

UPLB BAC SECRETARIAT
 BY: JB DATE: 02-19-25

MAR 24 2025 8:30am

UPLB-RQ- 03-084-25-Goods
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF

Suppliers Name: _____

Date: March 14, 2025
 Fund Code: 9322010
 MOP: SMALL VALUE PROCUREMENT
 Contact No: 536-2727
 Contact Person: Andres P. Adviso

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

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.
- 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.
- 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:

FOOD for Palaro 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 <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>
	CATERING SERVICES	A. Packed AM Snacks for Opening Ceremony AM snacks: Garlic bread and baked macaroni, bottled water Date: March 24, 2025	pax	300	80.00	24,000.00				
		B. Packed PM Snacks and Dinner for Closing Ceremony PM Snacks: Pansit sotanghon, Sinukmani, bottled water Dinner: Rice, Cordon Bleu, Fresh Lumpia, Fish fillet, fresh fruits, bottled water Date: March 28, 2025	pax	350	260.00	91,000.00				
		C. Packed AM Snacks/Lunch for Sports Officials AM Snacks: Choices of Chicken or Tuna Sandwich, bottled water Lunch: Rice, Baked bangus, chopsuey, pork adobo, water Date: Allotment for March 24-28, 2025	pax	179	260.00	46,540.00				
		D. Packed AM/PM Snacks and Lunch for Sports Officials AM/PM Snacks: Chicken Lugaw with egg, Turon, Pansit Bihon, water Lunch: Rice, choices of pork and chicken viand, fruits, water Date: Allotment for March 24-26, 2025	pax	151	340.00	51,340.00				
		E. Packed PM Snacks and Dinner for Sports Officials PM Snacks: Chicken Empanada, bottled water Dinner: Rice, Fresh garden salad, Fried porkchop, fruits, water Date: Allotment for March 26-28, 2025	pax	20	260.00	5,200.00				
		F. Packed AM/PM Snacks, Lunch/Dinner for sports officials/coordinators Snacks: Garlic Bread, Baked macaroni, water Lunch/Dinner: Rice, Choices from chicken, fish, and pork menu, veggies, fruits, water Date: March 24-27, 2025	pax	318	520.00	165,360.00				
		G. Packed Dinner for Sports Officials Dinner: Rice, Baked Chicken, Chopsuey, Fruits, Water Date: Allotment for March 24-25, 2025	pax	24	180.00	4,320.00				
		H. Packed PM Snacks and Dinner for Sports Officials PM Snacks: Turon, Pansit Bami, Water Dinner: Rice, Pork Morcon, Stir fried veggies, Fruits, Water Date: Allotment for March 26-28, 2025	pax	30	260.00	7,800.00				
		I. Packed AM Snacks for Yellow Raptors AM Snacks: Pansit Sotanghon, garlic bread, bottled water Date: March 24, 2025	pax	324	80.00	25,920.00				
		J. Packed PM Snacks for Yellow Raptors PM Snacks: Pork Lasagna, garlic bread, bottled water Date: March 28, 2025	pax	300	80.00	24,000.00				

End Users Requirement:

- 1). Supplier should have at least ten (10) years in experience in catering services and has continuously and currently catering/serving the UPLB Community.
- 2). Lump Sum Awarding (only one supplier for the event duration)
- 3). Office/Shop/Kitchen should be within Los Baños
- 4). Will be in charge of delivering food on time in different location within UPLB campus during the 5-day duration of the sporting event; with readily available vehicle to deliver food in case of changes
- 5). Willing to coordinate closely/attend meetings with end-user before and during the event to discuss procedures, expectations and feedback
- 6). Food should be freshly prepared just before the set time of delivery/receipt of food
- 7). Will provide materials for dressing and setting up the tables during the closing ceremony

445,480.00

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

ANA G. EVANGELISTA
BAC TWG

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

Edwin T. Ferido
BUYER/END-USER

TERMS AND CONDITIONS:

1. Price quotation/s 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 awardee for a minimum period of **three (3) months**, in the case of
3. Delivery period within 15 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 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 <i>as in case</i>)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	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:

Address:

Signature over Printed

Position:

Tel. No. :

Fax No. :

Email Address:

Date: