



LOS BANOS
Los Baños, IV-A
VAT Reg. TIN: 000-864-006-00004

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

UPLB BAC SECRETARIAT
BY: _____ DATE: 9/5/25
MAY 09 2025 - 10AM
UPLB-RQ- 5-138-25-GOODS
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: September 09, 2024
Fund Code: 1105007
MOP: JUP
Contact No: 536-2238
Contact Person: JASON T. DIAMANTE

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

144 7/1253

- Note:
1. 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.
 2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
 3. 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
 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
 5. Quotations exceeding the Approved Budget for Contract shall be rejected.
 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
 7. 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	Catering Services for the 65th OVCSA Anniversary Culminating Activity (Assisted Buffet) MENU: chicken Teriyaki, partnered with chopsuey, steamed rice, orange juice and mango tapioca (last Friday of June 2025)	pax	180	250.00	45,000.00				
		Package 3: Packed Lunch and Snacks LUNCH: Crispy Liempo, Lumpiang gulay, Rice Banana and bottled water SNACKS: Hamburger and Bottled Juice (first week June 2025)	pax	100	260.00	26,000.00				
TOTAL ABC						71,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By: Sherly B. Posadas
SHERLY B. POSADAS

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

JASON T. DIAMANTE
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 EXPENDABLE
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation with 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 initialed 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 53.8)	Negotiated Procurement - Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAS License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as Jessecel)	/	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: _____