



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

Request for Quotation/ Bid Form (Technical Specifications)
Environmental Biology Division, IBS-CAS

UPLB BAC SECRETARIAT
DATE: 5/7/25

MAY 13 2025 - TIL 10AM

UPLB-RQ- 5-148-25 -GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: May 07, 2025
Fund Code: 9190800
MOP: SVP
Contact No: 09615033613
Contact Person: Wilson N. de Panis

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

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 applicable.
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 statement of specification and compliance issued by the manufacturer and sample.
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:

PURCHASE REQUEST No

ITEM No.	Classification	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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Catering services	Food for meeting	Lunch: Rice, Chicken adobo, banana, 300 ml bottled distilled water Morning snack: Carbonara, 2 pcs garlic bread, 330 ml softdrinks Afternoon snack: Siopao 25 pcs bola-bola and 25 pcs asado, 330 ml softdrinks for June 9, 2025 meeting Inside UPLB	pack	50	340.00	17,000.00				
2		Food for meeting	Lunch: Rice, Kare-kare, banana, 300 ml bottled distilled water Morning snack: Baked macaroni, 330 ml softdrinks Afternoon snack: Siopao 25 pcs bola-bola and 25 pcs asado, 330 ml softdrinks for June 16, 2025 meeting Inside UPLB	pack	50	340.00	17,000.00				
3		Food for meeting	Lunch: Rice, Chicken Afritada, banana, 300 ml bottled distilled water Morning snack: Siopao 25 pcs bola-bola and 25 pcs asado, 330 ml softdrinks Afternoon snack: Baked macaroni, 2 pcs garlic bread, 330 ml softdrinks for June 21, 2025 meeting Outside UPLB - San Pablo City, Laguna	pack	50	340.00	17,000.00				

4	Catering services	Food for meeting	Lunch: Rice, Chicken Caldereta, banana, 300 ml bottled distilled water Morning snack: Carbonara, 2 pcs garlic bread, 330 ml softdrinks Afternoon snack: Baked macaroni, 2 pcs garlic bread, 330 ml softdrinks for June 22, 2025 meeting Outside UPLB - San Pablo City, Laguna	pack	50	340.00	17,000.00			
TOTAL ABC							68,000.00			
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked by:


Sheryl 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 office as soon as possible on or before the deadline stated herein.


Wilson N. de Panis
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 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 (GPPB Resolution No. 21-2017)

REQUIREMENTS	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 lessor)	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
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 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 Name of
Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____