



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)

UPLB Institute of Biological Sciences

#2025-06-V1Q021

UPLB BAC SECRETARIAT

BY: T DATE: 6/26/25

JUN 30 2025 - 10AM

UPLB-RQ-06-245-25-GOODS

DEADLINE OF SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date:

Fund Code:

MOP:

Contact No.:

Contact Person:

June 20, 2025

SMALL VALUE PROCUREMENT

9352139747

Lyka Grace M. Tandoc

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

TR NO. 09489

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 _____

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	Meals for the PSP Conference (Outside UPLB) AM Snacks: Breads: Sliced bread or toast. Fruits: Fresh fruit, fruit salad, or fruit juices. Cereals: A variety of cold cereals or granola. Beverages: Coffee, tea, hot chocolate, and juices. Lunch: Rice, a choice of meat, beef, chicken or fish, vegetables, dessert, and bottled drinks. PM Snacks: Pasta's and Bottled drinks Dinner: Rice, a choice of Meat, beef, chicken or fish, vegetables, dessert and bottled drinks. Delivery period: July 01-02, 2025.	pax	400	500.00	200,000.00				
TOTAL ABC					200,000.00				
Note: Service providers must be based in Baguio City as the event will be held in Baguio City.						TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked by:

SHERYL B. POSADAS

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

Vachel Gay V. Paller / ABD, IBS
BUYER/ END-USER

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 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.
3. Delivery period within 10 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.

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)
Mayor's/Business Permit	/	/	/	/	/
PhilGEPS Registration Number	/	/	/	/	/
Professional license/ CV (consulting services)	/	/	/	/	/
PCAB License (for Infrastructure)	/	/	/	/	/
Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
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 Company
Address
Signature over Printed
Name of
Representative
Position

Tel. No.

Fax No.

Email Address

Date