



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-364-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
OVCRE-UPLB

UPLB BAC SECRETARIAT
 BY: [Signature] DATE: 2-3-21
FEB 09 2021 9:00
UPLB-RQ-2-016-21 4008
DEADLINE OF SUBMISSION
 UPLB-RQ-

DEADLINE OF SUBMISSION: _____

Suppliers Name: _____

Date: _____
 Fund Code: _____
 MOP: **SHOPPING**
 Contact No: **536-2354/ sdtapay@up.edu.ph**
 Contact: **SHERMIN D. TAPAY**

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 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 and sample.
 - 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:

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 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)
		6-Mar-21								
		<ul style="list-style-type: none"> • 2 Presidential tables for registration (both events) • 2 tables for Award Committee • Round table and chairs with cloth, center piece (arranged with social distancing) with table number and menu list. • Waiters (with face mask and face shields) • Other service-related tools and utensils needed for the occasion. 								
1	Catering Services	BRUNCH MENU Entree: Spinach and Mushrooms Omelet Grilled chicken breast with lemon and dill sauce Penne Tuna Pesto Pastry: Pianono filled with salted caramel and slivered or chopped nuts Dessert: Tapioca Pudding topped with chocolate ganache and Fresh Fruits(slices and bits of mango, strawberry, kiwi or other available fruits) Drinks :bottled water, iced tea, coffee and tea Nibbles : Nuts and crackers (served in single packs)	pax	100	600.00	60,000.00				
		SERVICES INCLUDED:								

		1. Food will be served in individual biodegradable boxes with cutleries and napkins wrapped in customized bento cloth (8" x 10") with ribbon 2. Coffee/tea station will be provided 3. Tropical flower arrangements for each table 4. Professional waiters (with face masks and face shields)							
2	Catering Services	DINNER MENU Soup : "Potato Leek Soup Salad : House Salad (w/ choice dressings – vinaigrette or mayo-based) Entrée : Grilled Salmon with lemon caper sauce Chicken Thai curry recipe by Jamie Oliver Brown Rice Desserts: Sinukmani layered with ube sapin sapin and Cream Puff Drinks : Bottled water, iced tea, coffee and tea; Red and White Wine/Sangria	pax	100.00	70,000.00				
		SERVICES INCLUDED :							
		1. Plated 2. Coffee station will be provided 3. Tropical flower arrangements for each table with preferred color of cloth (magenta) 4. Professional waiters (with face masks and face shields) 5. Wine will be served upon request of guests							
TOTAL ABC					130,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:	

Reviewed and Checked By:


 DANILLO SANTIAGO
 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.

SHERMIN D. TAPAY
 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 _____ 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 representative/s.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement	Negotiated Procurement- Lease of Real Property or	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section	Negotiated Procurement- Emergency (Section
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 500K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE
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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed _____

Email Address: _____

Name of _____

Date: _____

Position: _____