



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

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

UPLB BAC SECRETARIAT  
BY: 97 DATE: 7/16/21  
JUL 16 2021 - TUL  
DAM  
UPLB-RQ- 7-109-21-60005  
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<br>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) |
|----------|--------------------------|--|-----------------|-----|--|---|--|-------------------|--------------------|---|
|          |                          | JULY 16 2021   |                 |     |  |   |  |                   |                    |   |
| 1        | Catering Services        | <b>BRUNCH MENU</b><br>Entree: Baked zitti pasta and cheese wrapped in sliced ham wrap; Fresh vegetable salad with croutons, egg in potato basket<br>Dessert: Cream puff<br>Drinks :bottled water, iced tea, coffee and tea   | pax             | 100 | 700.00   | 70,000.00                                       |  |                   |                    |   |
|          |                          | Bottled distilled drinking water, 500ml  | pc              | 200 | 30.00  | 6,000.00  |  |                   |                    |   |
|          |                          | <b>SERVICES INCLUDED:</b>  |                 |     |  |   |  |                   |                    |   |
|          |                          | 1. Food will be served in individual biodegradable boxes with cutleries and napkins wrapped in customized bento cloth (8" x 10")with ribbon and "TAMPIPI"<br>2. Coffee/tea station will be provided<br>3. With flower arrangements for each table.<br>4. Professional waiters (with face masks and face shields) |                 |     |  |   |  |                   |                    |   |
|          |                          | -Presidential tables for registration (both events)<br>-Round table and chairs with cloth, center piece (arranged with social distancing) with table number and menu list.<br>-with provision of snack bars with drinks)   |                 |     |  |   |  |                   |                    |   |
|          |                          | <b>TOTAL ABC</b>   |                 |     |  | <b>76,000.00</b>                                |  |                   |                    |   |

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

  
DANILO 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:**

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 \_\_\_\_\_ calendar days.
4. Award of contract shall be made to the lowest quotation wch complies with the technical specifications, and other terms and conditon 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 | Negotiated Procurement-Lease of Real Property or | Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media | 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 50K                       |
| 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: \_\_\_\_\_