



UPLB BAC SECRETARIAT
DATE: 1/4/22
JAN 10 2022 - TIL 1PM
UPLB-RQ-1-001-22-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: April 08, 2021
Fund Code: 9317810
MOP: Shopping
Contact No: (049) 544 0342
Contact Person: Judith Unson

Please quote your lowest price on the items 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 quotations 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: _____

2021 Information Technology Parts & Accessories & Peripherals

| 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 | Food for BAC Meetings, JANUARY 2022 Assisted Buffet, 12meetings/month PM Snack: drinks, pasta, bread Lunch: rice, fish, pork, chicken, vegetables, drinks, dessert package 3 | pax | 180 | 350.00 | 63,000.00 | | | | |
| TOTAL ABC | | | | | | 63,000.00 | | | | |
| TOTAL QUOTED AMOUNT IN WORDS: | | | | | | | | | | |

Reviewed and Checked By: E.M. CASABUENA 09062021
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.

Jaybee M. Punzalan
BUYER/ END-USER

- TERMS AND CONDITIONS:**
- Price quotations 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 14 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 (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 60K | | | FOR ABC'S ABOVE 600K |
| 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: _____