



UNIVERSITY OF THE PHILIPPINES
UP Los Banos
College, Laguna

Request for Quotation
REQUESTING UNIT (select from the list)

UPLB BAC SECRETARIAT
BY: JT DATE: 5/11/22
MAY 16 2022 -TIL 11AM
UPLB-RQ- 5-072-22-6000
DEADLINE OF SUBMISSION

SUPPLIER'S NAME:

Date Prepared:

RFQ No.:
Fund Code:

120984

Thrust Fund (164)

8250700

Small Value Procurement

Maria Rachele R. Lopez

(049)536 2306/

mrlopez4@up.edu.ph

Mode of Procurement
Evaluation and award
Contact Person/ End-user:
Contact No./ Email Add.:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than (_____) in the return Envelope attached herewith.

- Note:
- 1 All entries must be written in print and properly accomplished. Do not leave blank entries. Put N/A for not applicable.
 - 2 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 sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc.,
 - 3 Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase Order (PO).
 - 4 In order to assure that manufacturing defects shall be corrected by the 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 period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
 - 5 Delivery period within _____ calendar days
 - 6 Documentary requirements per Memorandum No. 03, Series of 2017 shall be attached upon submission of the quotation (for new suppliers).

RFQ for PR No. 120984-APFC Workshop

LOT #	ITEM #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.	UNIT PRICE	TOTAL COST	EVALUATION (Leave this space blank: For BAC/ Evaluators only)
			Meals and Snacks for DAY 1: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner; DAY 2: Breakfast, AM Snacks, Lunch, PM Snacks. WITH Flowing coffee, tea, candies/nuts during the sessions; WITH Welcome fruits and Drinks, BUFFET Style	18	pax	5,000.00	90,000.00				

1ST DAY BREAKFAST: Fried rice,
Pan de sal & butter
Fried egg, Beef tapa
Fried daing (tawilis)
Condiments: Achara & Vinegar dips
Ripe bananas or papaya slices
Coffee/Orange juice

AM SNACKS: Slice of cheesecake
Coffee/juice

LUNCH: Rice

Bulalo
Buttered-garlic chicken
Lechon kawali
Green salads
Fresh fruit medley, Soda

PM SNACKS: Arroz Caldo

Tokwa't baboy
Turonitos
Ice tea

DINNER: Sushi sashimi and variety of sushi
rolls/maki

Tempura
Green mango salsa
Buco Lychees, Drinks

CATERING
SERVICES for 2 Day
APFC Workshop

2nd DAY BREAKFAST: Fried rice
Pan de sal & butter
Fried egg
Arroz ala Cubana
Boneless bangus

Fried saba

Fruit in season

Coffee/juice

AM SNACKS: Korean Japchae

Mini Chicken sandwich

Juice

LUNCH: Rice

Roast beef with mashed potato and
mushroom gravy

Herbed chicken with mango sauce

Fresh lumpia in egg crepes

Green salads

Cream of broccoli soup

Buco salad

Soda

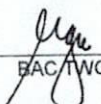
PM SNACKS: Tuna sandwich

Ponkan

Bottled water

		PRICES: Breakfast P500/head Snacks 250/head Lunch & Dinner 800/head Buffet style Flowing coffee, tea, candies/nuts -- to be served during sessions P3,000/Lot						
			0.49*					
				TOTAL ABC:	P90,000.00	TOTAL AMOUNT:	#REF!	
				IN WORDS:				

Reviewed and Checked By:



 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 or on or before the deadline stated herein.



 MARIA RACHELLE R. LOPEZ
 Buyer

TERMS AND CONDITIONS:

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of atleast thirty (30) calendar days from the date of submission.
- 3 Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties, and /or levies payable.
- 4 Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5 Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- 6 UPLB reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the University.
- 7 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____