



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
END-USER

UPLB BAC SECRETARIAT
BY: J. DATE: 6/24/22
JUN 28 2022 -TIL
1144M
UPLB-RQ- 6-110-22-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date June 7, 2022
Fund Code: 8273500
MOP: SVP
Contact No: (049)5363414
Contact Person Marie Cris L. Supleto

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

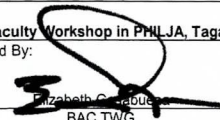
Note:

- 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 <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 (Leave this space blank. For BAC/Evaluators only)
1		MEALS FOR 2 DAYS - For Day 1 - AM SNACKS, LUNCH, PM SNACKS AND DINNER, For Day 2 - BREAKFAST, AM SNACKS AND LUNCH. Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with flowing coffee. The caterer must be from Tagaytay City near Philja. FOR JUNE 30- JULY 1, 2022 DETAILS ARE AS FOLLOWS:	pax	60	2,633.33	157,999.80				

		AM Snacks - Arroz caldo, Tokwa't baboy, ice tea. (inclusions: Assisted Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA							
		Lunch - Rice, chicken BBQ, Shrimp tempura, Asparagus with Tofu, green salads, cream of mushroom soup, buco salad and assorted soda. (inclusions: Assited Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA							
		PM Snacks -Pancit Bam-i, puto and drinks (inclusions: Assisted Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA							
		Dinner - Rice, Roastbeef in mushroom gravy, buttered-garlic chicken, fresh lumpia in egg wrapper, green salad, cream of brocolli soup, buco pandan and assorted soda. (inclusions: Assisted Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA							

	Breakfast - Fried rice, pandesal & butter, beef tapa, fried egg, fried daing na biya, banana and coffee or juice. (inclusions: Assited Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA									
	AM Snacks - Bake mac, garlic bread, and drinks (inclusions: Assisted Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA									
	Lunch - Rice, oxtail kare kare, pork shanghai rolls, chicken inasal, green salads, cream of potato soup, fruit salad and assorted soda. (inclusions: Assited Buffet set up with floral centerpiece, complete table wares, linens and waiters) with flowing coffee, chips, nuts & hard candies. - must be caterer in Tagaytay City near PHILJA									
						157,999.80				
Catering for the Graduate Faculty Workshop in PHILJA, Tagaytay							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: 
 Elizabeth C. Supleto
 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.

 Marie Cris L. Supleto
 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.

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 (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 50K			FOR ABC'S ABOVE 500K
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 _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____