



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

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

UPLB BAC SECRETARIAT
 BY: *Jf.* DATE: 9/14/22
 SEP 19 2022 *TIL 9AM*
 UPLB-RQ- 9-218-22-60003
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: February 24, 2022
 Fund Code: _____
 MOP: _____
 Contact No. _____
 Contact Person: JANET BALENSON

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 printed and properly accomplished. Do not leave blank entries, put N/A for not applicable.
 - Prices quoted or bids 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/mail 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 CATERING SERVICES

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 requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For SAC Evaluators only)</small>
1	Catering Services	Catering Services Food for BAC Meetings for the month of October 12 meetings/Month 2022 assisted buffet PmSnack: drinks, pasta bread Lunch: rice, fish, pork, chicken, vegetables, drink, dessert	pax	180	350.00	63,000.00				
TOTAL ABC						63,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

[Signature]
 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.

[Signature]
 RHEAQUINO
 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 conditions stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any clarifications, amendments, or corrections shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

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 Internal CV (consulting services)	/	/	/	/	/
4 PCAB License (if Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)	/	FOR ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 50K
6 Ombudsman Settlement	/	FOR ABCS ABOVE 50K	/	/	FOR ABCS ABOVE 50K
7 NFCC for Infrastructure with ABC above P500K	/	/	/	/	FOR ABCS 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: _____