



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 GRADUATE SCHOOL

UPLB BAC SECRETARIAT
 BY: JA DATE: 2/13/23
 FEB 20 2023 -TIL 11AM
 UPLB-RQ- 2-029-23-000X
 DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: Feb. 6, 2023
 Fund Code: 8273500
 MOP: Small Value Procurement
 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 <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	CATERING SERVICES	MEALS FOR 3 DAYS - Assited buffet for March 2-4, Pacdal, Baguio, City DAY 1 Breakfast (Beef tapa, egg, sinangag, fresh fruits, coffee & juice) AM Snacks - Pancit bihon, assorted breads, coffee & juice Lunch- Egg drop soup, wine braised beef, sisig, stir fried french beans in garlic butter, rice, lychee almond salad, unli juice and coffee PM Snacks - Ginataang bilo-bilo, coffee & juice Dinner- Pumpkin soup, chicken inasal, boneless bangus, Tomato Caprese salad, rice and brownies, and unli coffee and juice. DAY 2	pax	32	2,290.00	73,280.00				

Breakfast - Omelet, homemade tocino, fresh fruits, unli coffee with condiments, and juice						
AM Snacks-Palabok, unli juice and coffee						
Lunch- Italian beef meatballs, fish fillet with tartar sauce, chopsuey with quail egg, rice, buko pandan, unli coffee and juice						
PM Snacks- chicken sandwich, unli juice and brewed coffee						
Dinner - Pork spring rolls (Paw Pia Tod), calamares, mediterranean vegetables in oyster, rice, choco fudge, unli coffee and juice.						
DAY 3						
Breakfast - Egg, boneless bangus, sinangag, fresh fruits, unli brewed coffee and juice						
AM Snacks - Ensaymada, Marquillina, unli coffee and juice						
Lunch- Beef Tenderloin in Mushroom sauce, lemon butter fish, brocolli and cauli in corn, and butter, rice, pudding, unli coffee and juice						
				0.00		

Catering for GS Leadership Training & Workshop in Pacdal, Baguio, City TOTAL QUOTED AMOUNT IN WORDS:
 Reviewed and Checked By:

Lea C. Sozales
 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 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 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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name
of Representative: _____

Email Address: _____

Position: _____

Date: _____