



**UNIVERSITY OF THE PHILIPPINES
LOS BANOS**

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

**Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

UPLB BAC SECRETARIAT
BY: JA DATE: 2/20/23
FEB 24 2023 - TIL 09AM
UPLB-RQ- 2-040-23-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ- 137469

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 17 February 2023
Fund Code: 9322010
MOP: Small Value Procurement (SVP)
Contact No: 536-2306
Contact Person: AGNES M. MORA

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 for UPLB REPS 1st National Research Conference and Assembly Meeting	Meals and Snacks-Package 2 (plated/assisted buffet): AM Snack - pasta, pastry/bread, coffee/iced tea. Lunch: rice, chicken, pork, vegetable, dessert, juice. PM Snacks: pansit, puto, juice. Dinner: rice, fish, pork, vegetables, soup, dessert, juice and water. Free flowing coffee and water (Day 1 March 7, 2023)	pax	250	700.00	175,000.00				
2		Meals and Snacks-Package 1 (Plated/assisted buffet): AM Snacks - pasta, pastry/bread and juice Lunch: rice, chicken/pork, vegetable, dessert and juice PM Snacks: sandwich and chips, juice. Free flowing coffee and water. (Day 2 March 8, 2023)	pax	250	450.00	112,500.00				
TOTAL ABC						287,500.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: *LEA C. GONZALES*
TWG: LEA C. GONZALES

NOTE: Please contact the end-user for further details.

AGNES M. MORA
AGNES M. MORA
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 53.5)	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 53.7)
1 Mayor's/Business Permit	/	/	/	/	/

2	PhIGEPS 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: _____