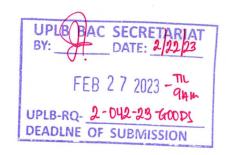


# UNIVERSITY OF THE PHILIPPINES LOS BANOS

Los Banos, IV-A VAT Reg. TIN: **000-864-006-00004** 

# Request for Quotation/ Bid Form (Technical Specifications) Office of Public Relations (OPR)



## **UPLB-RQ-**

**DEADLINE OF SUBMISSION:** 

Suppliers Name:	Date	10 February, 2023
	Fund Code:	9322010
	MOP:	Small Value Procurement
	Contact No:	049-536-3604
	Contact Person	Ana Lisa G. Gabatin

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

#### Note:

- 1. 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.
- 2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
- 3. 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.
- 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.).
- 5. Quotations exceeding the Appoved Budget for Contract shall be rejected.
- 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- 7. Others:

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	OTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	APPROVED	technical specifications of their offer against	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1		Breakfast longsilog/tapsilog, coffee and fruits March 3 and 6, 2023 (PACKED)	pax	60	150.00	9000.00				

2	Snack (am) pasta/sandwich and water, Lunch (rice, vegetable dish, fish and pork/chicken dish, fruits and water) and Snack (pm) pasta/ sandwhich Dinner (rice, vegetable dish, fish and pork/chicken dish, fruits and water) water for March 3 and 6, 2023 (PACKED)	pax	60	520.00	31200.00	
3	Snack (am) noodles/ pasta/sandwhich and water for Lunch (rice, vegetable dish, fish and pork/chicken dish, fruits and water) for March 3 and 6, 2023 (PACKED)	pax	60	260.00	15600.00	
				TOTAL ABC	55,800.00	
						TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

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.

ANA LISA G. GABATIN

BUYER/ END-USER

### **TERMS AND CONDITIONS:**

- 1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- 2. 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.
- 3. Delivery period within 2 calendar days.
- 4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and conditon stated herein
- 5. 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	Negotiated	Negotiated	Negotiated Procurement- Scientific,	Negotiated
1,2301,21121110	(Section 52)	Procurement-	Procurement-	Scholarly or Artistic Work, Exclusive	Procurement-
		Small Value	Lease of Real	Technology and Media Services	Emergency
		Procurement	Property or Venue	(Section 53.6)	(Section 53.2)
		(Section 53.9)	(Section 53.10)		
Mayor's/Business Permit	/	/	/	/	/
PhilGEPS Registration Number	/	/	/	/	/
Professional license/ CV (consulting services)		/		/	-
4 PCAB License (for Infrastructure)		/			
Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	4.441	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: