



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Animal Science

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 4/14/23
APR 14 2023 - 11:44 AM
UPLB-RQ-
UPLB-RQ- 4-07923-60008
DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_

Date: March 22, 2023
Fund Code: 9190800
MOP: SMALL VALUE PROCUREMENT
Contact No: 536 2547
Contact Person: ADELFA NATIVIDAD


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 Purchase order (P.O.).
5. Quotations exceeding the Approved 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: \_\_\_\_\_


Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Contains 3 rows of catering services for different divisions.

4	Catering Services	MEALS, for F2F Workshop for Animal Nutrition Division AM Snack and Lunch package 4 meetings (9 pax/meeting) April 25, May 2, 16, and June 20, 2023 - Packed AM Snack (bread/kakanin/pastries /pasta and drinks 250ml) - Packed Lunch (Rice, 1 meat viand, 1 vegie and 1 banana and bottle water)	pck	36	260.00	9,360.00				
5	Catering Services	MEALS, for Review of IAS Graduate Courses Syllabi Guided by Outcomes-Based Education Model, AM Snack and Lunch package April 24, 2023 - Packed AM Snack (bread/kakanin/pastries /pasta and drinks 250ml) - Packed Lunch (Rice, 1 meat viand, 1 vegie and 1 banana and bottle water)	pck	35	260.00	9,100.00				
6	Catering Services	MEALS, for F2F Committee Meeting, AM Snack and Lunch package June 30, 2023 - Packed AM Snack (bread/kakanin/pastries /pasta and drinks 250ml) - Packed Lunch (Rice, 1 meat viand, 1 vegie and 1 banana and bottle water)	pck	12	260.00	3,120.00				
7	Catering Services	MEALS, for F2F GPMC Meeting, AM Snack and Lunch package June 26, 2023 - Packed AM Snack (bread/kakanin/pastries /pasta and drinks 250ml) - Packed Lunch (Rice, 1 meat viand, 1 vegie and 1 banana and bottle water)	pck	20	260.00	5,200.00				
8	Catering Services	MEALS, for F2F Workshop for APSTD AM Snack and Lunch package 4 meetings (10 pax/meeting) April 25, May 2, 16, and June 20, 2023 - Packed AM Snack (bread/kakanin/pastries /pasta and drinks 250ml) - Packed Lunch (Rice, 1 meat viand, 1 vegie and 1 banana and bottle water)	pck	40	260.00	10,400.00				
					TOTAL ABC		64,220.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

  
LEA C. GONZALES  
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.

  
ADELFA A. NATIVIDAD  
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 53.8)	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 Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_