



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 MATHEMATICAL SCIENCES AND PHYSICS

**UPLB SAC SECRETARIAT**  
BY: [Signature] DATE: 5/12/23  
MAY 16 2023 -TTL  
114m  
**UPLB-RQ- 5-120-23-GOODS**  
**DEADLINE OF SUBMISSION**

UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: May 11, 2023  
Fund Code: 9190801  
MOP: Small Value Procurement  
Contract No: 9326763432  
Contact Person: Jimby Casquete

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 samole.
  - 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>Supplier's must state how 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 SAC/ Evaluators only)</small>
1	Catering Services	Package (AM snacks, Lunch, PM snacks) - packed: AM snacks (sandwich, juice); Lunch (rice, meat, fish, dessert, bottled juice); PM snacks (noddles, toasted bread, juice in can);	pax	120	520.00	62,400.00				
		Dinner (mixed seafood with oyster sauce, rice, fruits and drinks) Internal workshop for 3 days and 1 day writeshop in June 29, 2023								
2	Catering Services	AM/PM Snacks, packed (pasta/noodles, pastries, bottled water/softdrinks); Lunch, packed (rice, chicken/pork/beef, vegetables, dessert, bottled water/softdrinks/juice);	pax	50	520.00	26,000.00				
		Dinner (mixed seafood with oyster sauce, rice, fruits and drinks) Consultation with stakeholders in June 30, 2023								
<b>TOTAL ABC</b>						<b>88,400.00</b>				
							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.

[Signature]  
JIMBYE CASQUETE  
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.
- 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	Negotiated Procurement-Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media	Negotiated Procurement-Emergency
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)		FOR ABC'S	/	/	FOR ABC'S
6	Omnibus Sworn Statement		FOR ABC'S			FOR ABC'S
7	NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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

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

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

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

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