

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 BAC SECRETARIAT
 BY: ~~JO~~ DATE: 6/14/23
 JUN 20 2023 - TIL 10AM
 UPLB-RQ- 6-158-23-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: May 04, 2023
 Fund Code: 8249600
 MOP: Small Value Procurement
 Contact No: 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
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: _____

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 (Leave this space blank. For BAC/ Evaluators only)
1		Catering services for production/meetings of committee members including staff in charge of the program, streaming, lights and sounds. Packed: Snacks- Pasta, sandwich and bottled water 350ml Lunch- Rice, Chicken, Vegetable and Bottled water 350ml 14 & 21 July 2023	pax	64	260.00	16,640.00				

2	CATERING SERVICES	Catering services for rehearsal and for commencement proper.including performers and colors Packed: AM - Sandwich and bottled water 350ml PM snacks - Baked mac, garlic bread and Bottled soft drinks 250ml Lunch- Meat/Fish, Vegetable, dessert and Bottled softdrinks 250ml Dinner- Rice, Chicken/Meat, Vegetable, dessert and bottled water 350ml 4 August 2023	pax	140	520.00	72,800.00					
3		Catering services for installation of tarps Packed: AM - Sandwich and bottled water PM snacks - Pasta, bread and bottled water Lunch - Rice, Meat/fish, vegetable, dessert and Bottled softdrinks 250ml 27 -28 July 2023	pax	30	340.00	10,200.00					
4		Catering services for commencement proper Packed: AM - Sandwich and bottled water 350ml PM snacks - Pasta, bread and bottled water 350ml Lunch- Meat/Fish, Vegetable, dessert and Bottled softdrinks 250ml Dinner- Rice, Chicken/Meat, Vegetable, dessert and bottled water 350ml 5 August 2023	pax	140	520.00	72,800.00					
						TOTAL ABC	172,440.00				
							TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:



DIANA VASQUEZ

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

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**
3. Delivery period within **30** calendar days.
4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and condition 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 (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: _____

Signature over Printed _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____