



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

Request for Quotation/ Bid Form (Technical Specifications)
UPLB BAC-SEC

UPLB BAC SECRETARIAT
 BY: _____ DATE: 7/11/23
 JUL 14 2023 - TIL 11AM
 UPLB-RQ- 7-203-23-GOODS-A
DEADLINE OF SUBMISSION

UPLB-RQ- _____
 DEADLINE OF SUBMISSION: _____

Suppliers Name: _____

Date: July 10, 2023
 Fund Code: _____
 MOP: Small Value Procurement
 Contact No: 9285158303
 Contact Person: JANET BALENSON

Please quote your lowest price on the items 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: _____

2023 CATERING SERVICES


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	Catering Services July 15, 2023- Strategic Planning of UP System Executives AM Snacks: Sandwiches/Pancit or Pasta + drinks PM Snacks: Pasta & pastries + drinks Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.	pax	100	150.00	15,000.00				

2		<p>Breakfast: Silog meals + juice</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	50	250.00	12,500.00				
3		<p>Lunch: 4 choices of viand (fish/chicken/pork/vegetable) + rice + fruits/desserts + drinks +Salad bar: macaroni, potato and garden salad</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	50	350.00	17,500.00				
4		<p>Catering Services July 16, 2023- Strategic Planning of UP System Executives</p> <p>AM Snacks: Sandwiches/Pancit or Pasta + drinks PM Snacks: Pasta & pastries + drinks</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	100	150.00	15,000.00				

5		<p>Breakfast: Silog meals + juice</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	50	250.00	12,500.00				
6		<p>Lunch: 4 choices of viand (fish/chicken/pork/vegetable) + rice + fruits/desserts + drinks +Salad bar: macaroni, potato and garden salad</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	50	350.00	17,500.00				
7		<p>Catering Services July 15, 2023- Strategic Planning of UP System Executives Dinner - choices of viand (fish/chicken/pork/vegetable) + rice + fruits/desserts + drinks +Salad bar: macaroni, potato and garden salad</p> <p>Plated/Assisted buffet set up with floral centerpiece, complete table wares, linens and waiters, all meals are with continuous coffee, water, chips, nuts, biscuits, and candies.</p>	pax	50	350.00	17,500.00				

8	Other services - Buffet set up Sound sytem rentals, tables and tiffany chairs set up	lot	1	8,000.00	8,000.00					
<p>Note: Has experience in serving UPLB Executive and have stall with in University</p>										
					TOTAL ABC	115,500.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:


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.


Eileen Lorena Mamino
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 representatives.

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 600K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 600K
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: _____