



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN 000-884-008-00004

Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE CHANCELLOR

UPLB BAC SECRETARIAT
BY: _____ DATE: 7/12/23

JUL 17 2023 - TIL 10AM

UPLB-RQ- 7-204-23-GOODS
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: July 11, 2023
Fund Code: 8249800
MCP: Small Value Procurement- SVP
Contact No: 049 536 2567
Contact Person: ERIC C. REPOLDO / ecrepoldo@up.edu.ph

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 _____

RFQ FOR PR #143565 CATERING SERVICES for 51st Commencement Exercises on August 5, 2023

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering Services	Assisted Buffet Lunch. Rice, beef or chicken meat, seafood meat, vegetables, dessert, softdrinks 350ml (51st Commencement Exercises on August 5, 2023)	pax	325	250.00	81,250.00				
2	Catering Services	Assisted Buffet Lunch. Rice, pork or chicken meat, seafood meat, vegetables, dessert, softdrinks 350ml (51st Commencement Exercises on August 5, 2023)	pax	325	250.00	81,250.00				
3	Catering Services	Catering Services, Packed PM Snacks, Pasta/Pastry, kakanin, softdrinks 350ml (51st Commencement Exercises on August 5, 2023)	pax	120	80.00	9,600.00				
TOTAL ABC						172,100.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By

DIANA LI VASQUEZ

BAC TWS

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.

Eric C. Repoldo
BUYER ENCUSER

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 1 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 initialed 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 less or)	/	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 at or 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 _____