

JUL 17 2023 Pam

UPLB-RQ- 7-20-23-62005
DEADLINE OF SUBMISSION

UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 060-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
CEAT-OFFICE OF THE COLLEGE SECRETARY

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: July 12, 2023
Fund Code: 320001
MOP: Small Value Procurement
Contact No: 536-7450
Contact Person: Marilyn E. Tonio

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.
- Price quotations 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.
- Quotation through facsimile 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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering Services	PM Snacks (packed) Chili Pasta with garlic bread & 350 ml. Bottled Water for Testimonial Program on August 3, 2023	pax	750	80.00	60,000.00				
2		AM Snacks (packed) Carbonara with garlic bread & 350 ml. Bottled Water for CEAT Freshman Convocation on August 29, 2023	pax	580	80.00	46,400.00				
3		PM Snacks (packed) Club House Sandwich & 350 ml Bottled Water for Comm. Meeting on August 3, 2023	pax	25	80.00	2,000.00				
TOTAL ABC						108,400.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: [Signature]
ENRIQUE D. BATAS
BAC TWG 2023-084

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

[Signature]
MERYLN E. TONIO

BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotations 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
- 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 impositions, clauses, 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. 21-0917)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.8)	Negotiated Procurement- Lease of Real Property or Varies (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.5)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PHIGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as exempt)	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
7 NFCC for Infrastructure with ABC above P500K	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Name of the Company: _____ Tel. No.: _____
Address: _____ Fax No.: _____
Signature over Printed: _____ Email Address: _____
Position: _____ Date: _____