UPLB BAC SECRETARIAT
BY: _____ DATE: 7-25-23
JULY 31 2023 10am
UPLB-RQ- 7-240-23-RES
DEADLNE OF SUBMISSION

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

Request for Quotation/ Bid Form (Technical Specifications)
Science for the People: Towards a Harmonized Science Communication Framework
COLLEGE OF DEVELOPMENT COMMUNICATION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Supplier's Name:

Date
Fund Code:
MOP: NPSDP
Contact No: 09[illegible]@[illegible].edu.ph
Contact Person: PATRICIA ISABEL A. MATIENZO

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 issued by the manufacturer and sample.
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 (Supplier must state here the detailed technical specifications of the offer against each of the minimum parameters of such requirements)	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
	Catering services	Plated meals (AM Snack + Lunch + PM Snacks) for launch on August 8, 2023 good for 120 pax Inclusive of the following: AM Snack: Chicken Turn Over Lunch: Garden Greens w/ Various Dressings, Cream of Pumpkin and Carrot Soup, Fish Fillet in Lemon Butter Caper Sauce, Roasted Chicken Spanish style, Pineapple and Rosemary Brined Roast Pork, Buttered Vegetables, Steamed White Rice, Fresh Fruits PM Snack: Chocolate Brownies Eclair Free-flowing coffee and tea One round of Iced Tea or Pandan Juice Mints and Candies Dedicated banquet service butler	lot	1	140,000.00	140,000.00				
					TOTAL ABC	140,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

BAC/NG

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.

PATRICIA ISABEL A. MATIENZO
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotation 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 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.
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation which 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 initialed 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 ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 500K
6	Omnibus Sworn Statement		FOR ABCS ABOVE 50K			FOR ABCS ABOVE 500K
7	NFCC for infrastructure with ABC above Pn500k		/			FOR ABCS 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: _____