



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

UPLB BAC SECRETARIAT
 BY: [Signature] DATE: 9/15/23
SEP 19 2023 - TIL 10AM
UPLB-RQ- 9-330-23-GOODS
DEADLINE OF SUBMISSION

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

UPLB-RQ- _____

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: September 13, 2023
 Fund Code: FCM 2023-0063
 MOP: Small Value Procurement
 Contact No: 536-5326
 Contact Person: Shermin D. Tapay

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 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:

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	Package 3 (Lunch and PM Snack), packed for OPR Team (Sept. 29) Lunch: Steamed rice, Glazed chicken, crab roll salad, banana and mineral water, 350ml. PM Snack: Pasta with garlic bread and orange juice, 330ml.	pax	14	260.00	3,640.00				
	Catering services	Meals - (Package 3, packed) for Sept 28 Ingress; Lunch: Steamed rice, Grilled liempo, pakbet, sliced melon and mineral water, 350ml. PM Snack: Pansit with biko and soda, 330ml.	pax	15	260.00	3,900.00				
	Catering services	Meals - (Package 3, packed) for Sept 29 Ingress; Lunch: Steamed rice, Adobong chicken with egg, Chopseyu, sliced watermelon and soda, 330ml. PM Snack: Japchae with turonitos and mineral water, 350ml.	pax	20	260.00	5,200.00				
	Catering services	Package 3 (AM, PM Snack and Lunch), assisted buffet for the VIPs; AM Snack: Pad Thai with Vietnamese Roll, Lunch: Steamed rice, Glazed chicken, Herb Tuna, Crab Roll salad, Dessert, Juice and service water. Grazing table for PM Snack (Cold cuts and cheese, Clubhouse sandwich, fresh fruits, pastry and bread, canape, crackers and biscuits, olives and cocktail skewers, chicken skewers, nachos with salsa, donuts, juice and water	pax	200	450.00	90,000.00				
	Catering services	Dinner, assisted buffet (for VIPs) Steamed rice, Roast beef, Herb Potato marbles, beans and carrots, desserts, juice, service water	pax	200	250.00	50,000.00				

	Catering services	AM Snack, packed (OVCRE and UP System meeting),(September 27): Palabok with bread and 330ml bottled soda	pax	40	80.00	3,200.00				
	Catering services	Package 1,(AM+PM Snack+ Lunch), packed (for Committee Meeting) (September 20) AM Snack: Club house sandwich with apple juice; Lunch: Steamed rice, Stir fried vegetables, Steamed rice, Grilled blue marlin, banana and bottled water, 350ml, PM Snack: Halo-halo turon with bottled water, 350ml	pax	40	340.00	13,600.00				
	Catering services	Lunch, packed (for Harmonya, Sandayaw and Chorale Ensemble), (Sept. 29): Lunch: Glazed chicken, Steamed rice, crab roll salad, banana and mineral water, 350ml	pax	50	180.00	9,000.00				
	Catering services	Package 1,(AM+PM Snack+ Lunch), packed (for Public Safety Committee),(Sept. 29) AM Snack: Clubhouse sandwich with 330ml soda; Lunch: Lunch: Steamed rice Adobong chicken with egg, Chopseyu, sliced watermelon and soda,330ml; Palabok with 350ml mineral water	pax	45	340.00	15,300.00				
	Catering services	PM Snack (OICA & UPMO) (Sept. 29): Palabok with 350ml mineral water	pax	8	80.00	640.00				
2	Additional service for Catering	Rentals of tables and chairs with skirting for 200 pax, with flower arrangement, table labels, overflowing coffee/ water station, with theme decoration, services of waiters to assist and to serve	lot	1	20000.00	20,000.00				
						TOTAL ABC	214,480.00			
Catering Service for the SPS Ceremony dated Sept 20, 27, 28 & 29, 2023							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.

SHERMIN D. TAPAY
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 3 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 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 _____

Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____