



Request for Quotation/ Bid Form (Technical Specifications)
CHE-Dean's Office UPLB

UPLB BAC SECRETARIAT
BY: _____ DATE: 10/9/23
OCT 09 2023 - TIL 10AM
UPLB-RQ-10-409-23-GOODS
DEADLINE OF SUBMISSION:

Suppliers Name _____

Date Sept. 22, 2023
Fund Code 3100001
MOP Small Value Procurement (Sec.53.9)
Contact No 0945-664-0703/09996441622
Contact Person Melvin Eduardo C. Dacanay

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 <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>
	Catering Services	AM/PM Snacks (Assisted buffet) Canape Sandwiches with free flowing pineapple juice for CHE Foundation Day (Conference) in November 2023	pax	212	120.00	PHP 25,440.00				
		AM/PM Snacks (Assisted buffet) Baked mac with free flowing iced tea for CHE Foundation Day (Awarding Ceremony) in November 2023.	pax	212	120.00	PHP 25,440.00				
TOTAL ABC:						50,880.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By
EL JOHN D. BATAS
BAC TWG

MELVIN EDUARDO C. DACANAY
BUYER/END USER

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.

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** _____.
- 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.

6. Any	REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific	Negotiated
Require	Mayor's/Business Permit	/	/	/	/	/
	PhilGEPS Registration Number	/	/	/	/	/
	Professional license/ CV (consulting services)	/	/	/	/	/
1	PCAB License (for Infrastructure)	/	/	/	/	/
2	Income / Business tax returns (except for government agencies as lessor)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
3	Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K
4	NFCC for Infrastructure with ABC above PHS00k	/	/	/	/	FOR ABC'S ABOVE
5						
6						

After _____
Name of the Company _____
Address: _____

Tel No _____
Fax No _____
Email Address _____
Date _____