



UNIVERSITY OF THE PHILIPPINES  
LOS BANCOS  
Low Bidder (V-A)  
VAT Reg. TIN: 000-864-006-00004  
Request for Quotation/ Bid Form (Technical Specifications)  
DEPARTMENT OF SOCIAL SCIENCES, CAS

UPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 10/20/23

OCT 24 2023 - 10AM  
TIL

UPLB-RQ- 10-475-23-GOODS  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: October 13, 2023  
Fund Code: 919999  
MOP: NP 53.8 - Small Value Procurement  
Contact No: 538-2440  
Contact Person: Ronaldo M. Vibal

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 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, 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 2: AM + PM Snack + Lunch + Dinner -- Packed -- November 10, 2023 AM Snack: Clubhouse sandwich + Bottled water, 350 ml Lunch Only: Rice, Chicken/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml PM Snack: Pasta, Toasted bread + Soda, 290 ml Dinner: Rice, Chicken/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml	pax	30	520.00	15,600.00				
2		Package 2: AM + PM Snack + Lunch + Dinner -- Packed -- November 17, 2023 AM Snack: Burger sandwich + Soda, 290 ml Lunch Only: Rice, Chicken/Fish; Mixed vegetables, Dessert + Mineral water, 350 ml PM Snack: Pasta, Toasted bread + Soda, 290 ml Dinner: Rice, Chicken/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml	pax	30	520.00	15,600.00				
3		Package 2: AM + PM Snack + Lunch + Dinner -- Packed -- November 24, 2023 AM Snack: Sotanghon, Puto + Soda, 290 ml Lunch Only: Rice, Beef/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml PM Snack: Chicken Sandwich + Soda, 290 ml Dinner: Rice, Chicken/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml	pax	30	520.00	15,600.00				
4		Package 2: AM + PM Snack + Lunch + Dinner -- Packed -- November 27, 2023 AM Snack: Tuna Basil pasta + Soda, 290 ml Lunch Only: Rice, Chicken/Pork; Mixed vegetables, Dessert + Mineral water, 350 ml PM Snack: Pancit, Turonitos + Soda, 290 ml Dinner: Rice, Beef; Mixed vegetables, Dessert + Mineral water, 350 ml	pax	30	520.00	15,600.00				
						<b>TOTAL ABC</b>	<b>62,400.00</b>			
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

*[Signature]*  
BAC IWB

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.

*[Signature]*  
Ronaldo M. Vibal  
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 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 14 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any interventions, issuance, or overwriting shall be void 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	Negotiated Procurement- Lease	Negotiated Procurement- Scientific, Scholarly or	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PHGEPS Registration Number	/	/	/	/	/
3 Professional Internal CV (consulting services)	/	/	/	/	/
4 PCAR License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessee)		FOR ABC'S ABOVE	/	/	FOR ABC'S ABOVE 5%K
6 Criminal Record Statement		FOR ABC'S ABOVE	/	/	FOR ABC'S ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABC'S ABOVE	/	/	FOR ABC'S ABOVE 5%K

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: \_\_\_\_\_