



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN. 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF CROP SCIENCE

UPLB BAC SECRETARIAT
BY: DATE: 11/20/23
NOV 24 2023 - TIL 10AM
UPLB-RQ- 11-535-23-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: November 08, 2023
Fund Code: 9190800 (API)
MOP: SMALL VALUE PROCUREMENT
Contact No: 501-6649; 09286247569; mdcalica@up.edu.ph
Contact Person: Maria Agnes D. Calica, ICropS,CAFS

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.
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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:

Table with 10 columns: 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. It contains 3 rows of catering services for organizational meetings.

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_____Date **November 08, 2023**Fund Code: **9190800 (API)**MOP: **SMALL VALUE PROCUREMENT**Contact No. **501-6649; 09286247569; mdcalica@up.edu.ph**Contact Person **Maria Agnes D. Calica, ICropS,CAFS****Please quote your lowest price on the item/s listed below, subject to the General Conditions below.**

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4	Catering services	Package 1- AM+PM SNACK + LUNCH. Plated/Assisted Buffet. Meeting. Group 1 Seed companies (East-West seeds, Syngenta, Bayer, Allied Botanicals, etc) Nov. 30, 2023. Menu: AM Snack: Cheese and ham sandwich, bottled water 350ml, Lunch: rice, kaldereta, mixed veges, banana, bottled water 350ml, PM Snack: bilo-bilo, suman and bottle water 350ml	pax	15	450.00	6,750.00				
5	Catering services	LUNCH. Packed Meeting for Regular monitoring of project activities committee in Plant Breeding and members of the CBGRD (Dec. 4, 2023). Menu: Rice, salpicao, veges salad, buko salad, bottled water 350ml	pax	10	180.00	1,800.00				



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7	Catering services	Package 1: AM+PM SNACK + LUNCH Plated/Assisted Buffet Meeting Group 3, International Agencies (IRRI, Alumni affiliated with agencies) Nov. 20, 2023. Menu: AM Snack: Pancit and pato, bottled water 350ml, Lunch: Rice, Menudo, mixed vege, fish pillet, banana, bottled water 350ml. PM Snack: bilo-bilo, suman, bottled water	pax	15	450.00	6,750.00				
8	Catering services	LUNCH Packed Meeting for Regular monitoring of project activities committee in Plant Breeding and members of the CBGRD (Dec. 11, 2023). Menu: Rice, beef with broccoli, fish pillet, banana, bottled water 350ml	pax	10	180.00	1,800.00				



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11	Catering services	Package 1: AM+PM SNACK+LUNCH Plated/Assisted Buffet. Consolidation Meeting (Graduate Faculty of Plant Breeding) Dec. 15, 2023. Menu: AM Snack: Spaghetti and toasted bread bottled water 350ml. Lunch: rice, adobo chicken, mixed veges, banana, bottled water 350ml. PM Snack: bilo-bilo, suman, bottled water 350ml	pax	15	450.00	6,750.00				
12	Catering services	LUNCH, Packed. Meeting for Regular monitoring of project activities committee in Plant Breeding and members of the CBGRD. Dec. 18, 2023. Menu: Rice, ginataang langka, gg fried, banana, bottled water 350ml	pax	10	180.00	1,800.00				



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13	Catering services	SNACK Packed. Seminars on competencies and skills set of a Plant Breeding Plant Breeding programs/OBE; Results of survey of Plant Breeding Graduates Dec. 19, 2023. Menu: Pansit, puto also, bottled water 350ml	pax	28	80.00	2,240.00				
14	Catering services	Package 1: AM+PM SNACK + LUNCH Plated/Assisted Buffet. Meeting Group 6 External Review Panel. Dec. 20, 2023. Menu: AM Snack: Pancit and puto, bottled water 350ml, Lunch: Rice, Meronido, mixed veges, fish pillet, banana, bottled water 350ml. PM Snack: bilo-bilo, suman, bottled water	pax	25	450.00	11,250.00				
						85,040.00				



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							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: LEA O. GONZALES
BAC / W

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.

MARIA AGNES D. CALICA
 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.



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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.: _____
Signature over Printed Name of Representative: _____
Position: _____
Fax No.: _____
Email Address: _____
Date: _____