



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 090-964-006-00004
Request for Quotation/ Bid Form (Technical Specifications)
Human Resources Development Office

UPLB BAC SECRETARIAT
 BY: _____ DATE: 11/24/23
 NOV 28 2023 - TIL 10AM
UPLB-RQ- 11-542-23-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: **November 24, 2023**
 Fund Code: **9114007**
 MOP: **Small Value Procurement**
 Contact No: **0898-571-8619**
 Contact Person: **MARY ROSE L. AVANZADO**

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 from 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>
1	CATERING SERVICES	Package 1 - AM Snacks, Lunch and PM Snacks (Packed) AM SNACK Pancit Solanghion, puto and 350 ml bottled water LUNCH Rice + Baked Rosemary Chicken + Stir-Fry Veggies + 240 ml bottled juice PM SNACK Penne Bacon Pasta + 350 ml bottled water on November 28	pax	80	340.00	27,200.00				
2		Package 1 - AM Snacks, Lunch and PM Snacks (Packed) AM SNACK Pancit Malabon and 350 ml bottled water LUNCH Rice + Chicken Pastel + Pork BBQ + C2 PM SNACK Tuna Pesto + Tetra Juice on November 29	pax	80	340.00	27,200.00				
TOTAL ABC						54,400.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:
 ELJOHN D. BATAS
 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.

MARY ROSE L. AVANZADO
 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 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.
- 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 53.8)	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: _____



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos ,Laguna,,IV-A
VAT Reg. TIN: 000-864-006-00004

Purchase Request

Entity Name: UP Los Banos

Fund Cluster: -

PPMP No.:

Office/Section: UPLB Human Resource Development Office	PR No.: 155700 Responsibility Center Code: LB03003001 - -	Date: Nov 24, 2023
--	--	--------------------

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pck	PACKAGE 1 (AM SNACKS, LUNCH AND PM SNAKCS)	160	340.00	54,400.00
Grand Total					54,400.00

Purpose: PACKAGE 1 (AM SNACKS, LUNCH AND PM SNAKCS)

Signature: Printed Name: Designation:	Requested by: Javan Dr. Roderick Cruzat Director	Approved by: Bello, Assoc. Prof. Rolando Trinidad Vice-Chancellor
---	--	---