



UNIVERSITY OF THE PHILIPPINES
LOS BANOS

VAT Reg. TIN 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UPLB BAC SECRETARIAT
BY: _____ DATE: 1/12/24
JAN 16 2024 - 10AM
UPLB-RQ- 1-015-24-GOODS
DEADLINE OF SUBMISSION
UPLB-RQ- 156473

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: Jan. 12, 2024
Fund Code: 8250700 - C0001967
MOP: Small Value Procurement
Contact No: 536-2306
Contact Person: MARIA RACHELLE R. LOPEZ

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> |
|--------------|--------------------------|--|-----------------|-----|--|---|---|--------------------------------------|--------------------|--|
| 1 | Catering services | Meals and Snacks for 2024 UPLB Pre - Faculty Conference - January 19, 2024 | pax | 600 | 450.00 | 270,000.00 | | | | |
| | | AM Snacks - carbonara, garlic bread crispy chicken, juice/water | | | | | | | | |
| | | PM Snacks - potato salad, crispy chicken fillet, juice/water | | | | | | | | |
| | | Lunch - rice, creamy chicken with spinach, fish fillet in tartar sauce, fresh lumpia in eggwrap, banana, juice and water | | | | | | | | |
| | | Plated/Assisted buffet, With flowing coffee/tea/water candies and nuts | | | | | | | | |
| | | NOTE: Only suppliers with existing stall inside the campus. | | | | | | | | |
| | | with buffet set-up, tables and chairs, with table center piece | | | | | | | | |
| | | - with uniformed waiters | | | | | | | | |
| Total | | | | | | 270,000.00 | | | | |
| | | | | | | | | TOTAL QUOTED AMOUNT IN WORDS: | | |

Reviewed and Checked By: [Signature]
BAC TWIG

[Signature]
MARIA RACHELLE R. LOPEZ
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 B) | 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 7) |
|--|-----------------------|--|---|--|--|
| 1 Mayor's/Business Permit | / | / | / | / | / |
| 2 PhNGEPS 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: _____ Tel. No. : _____