



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
BEE PROGRAM - OVCRE

UPLB BAC SECRETARIAT
BY: _____ DATE: 2/12/24
FEB 19 2024 - TIL 10AM
UPLB-RQ- 2-041-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: February 08, 2024
Fund Code: RR13690
MOP: NP-SVP
Contact No: 09755333157
Contact Person: JESSICA BAROGA-BARBECHO

Please quote your lowest price on the items 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 Suppliers must include here the detailed technical specifications of their offer against each of the individual parameters of each requirement.	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering services	Catering services/Meals for 3 days for 70 pax Assisted buffet/plated AM and PM Snacks and lunch on February 27-29, 2024 for 70 pax during the APAC Biodiversity Workshop; Day 01 Menu: AM Snack:Tuna sandwich roll, Pichi-pichi, Sinukmani, Juice/coffee Lunch: Rice, fish, Chicken, vegetable dish, vegetable salad, fruit/dessert, juice/soda PM Snack: Lasagna, Herbed bread, Pizza sticks, Juice Day 02 Menu: AM Snack: Chicken and tuna slider, Cheese sticks, Banana, Juice/coffee Lunch: Rice, fish, Chicken/beef, vegetable dish, vegetable salad, fruit/dessert, juice/soda PM Snack: Japchae, Turonitos w/ langka, Lemon square, Juice/soda Day 03 Menu: AM Snack: Creamy sopas, Boiled egg, Pandesal w/ white cheese, Juice/coffee Lunch: Rice, fish, Chicken/beef, vegetable dish, vegetable salad, fruit/dessert, juice/soda PM Snack: Sotanghon guisado, Bahana muffin, Maja blanca, Juice/soda Inclusions: Waiters in complete uniform, Flowing water and coffee; Tables with linen and centrepiece; Chairs with cover; Buffet table; Catenwares Note: Suppliers must be a SEARCA-accredited concessionaire and have several experiences in handling international events (i.e., conferences, workshops).	lot	1	105,000.00	105,000.00				
TOTAL ABC						105,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:
Lea C. Gonzales

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.

JESSICA B. BAROGA-BARBECHO
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 2 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	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional License/ CV (consulting services)	/	/	/	/	/
4 PCAS License (for Infrastructure)	/	/	/	/	/
5 Income Tax Returns (except for government agencies as lessor)		FOR ABCS ABOVE 50K	/	/	FOR ABCS ABOVE 50K
6 Omnibus Sworn Statement		FOR ABCS ABOVE 50K			FOR ABCS ABOVE 50K
7 NFCC for Infrastructure with ABC above PH500K		/			FOR ABCS 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.: _____
Fax No.: _____
Signature over Printed Name of Representative: _____
Email Address: _____
Position: _____
Date: _____