



Request for Quotation/ Bid Form (Technical Specifications)  
University Planning and Maintenance Office

UPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 2/27/24  
MAR 04 2024 - TIL LOAM  
UPLB-RO-2-061-24-GOODS  
UPLB-RO-  
DEADLINE OF SUBMISSION  
DEADLINE OF SUBMISSION:

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

Date: February 27, 2024  
Fund Code: 9322010  
MOP: SVP  
Contact No: 9273876189  
Contact Person: Pamela E. Lapitan

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 how the detailed technical specifications of their offer against each of the individual parameters of each requirements.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering Services	Lunch (packed) Rice, Hamonado, Veg. salad, 290 ml soda, banana on March 3, 2024	pax	6	180.00	1,080.00				
2		Lunch (packed) Rice, fried chicken, munggo guisado, 290 ml soda, apple on March 4, 2024	pax	51	180.00	9,180.00				
3		Lunch (packed) Rice, Inihaw na liempo, laing, 290 ml soda, ponkan on March 5, 2024	pax	130	180.00	23,400.00				
4		Lunch (packed) Rice, Chicken teriyaki, chopseuy, 290 ml soda, banana on March 6, 2024	pax	97	180.00	17,460.00				
5		Lunch (packed) Rice, Pork binagoongan with gulay, 290 ml soda, ponkan on March 7, 2024	pax	108	180.00	19,440.00				
<b>TOTAL ABC</b>						<b>70,560.00</b>				
<b>For: UPLB 115th Foundation Day</b>							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:   
2024-078  
EL JOHN D. BATAS  
BAC/WG

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.

PAMELA E. LAPITAN  
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 awarded 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 with 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 duty 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 53.6)	Negotiated Procurement Emergency (Section 53.2)
1. Mayor's/Business Permit	/	/	/	/	/
2. PhGEPIS 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: \_\_\_\_\_