



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
CFNR-DO

UPLB BAC SECRETARIAT
 BY: _____ DATE: 3/7/24
 MAR 11 2024 - 11L 9AM
 UPLB-RQ- 3-072-24-GOODS
 DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: March 01, 2024
 Fund Code: 9370100
 MOP: Small Value Procurement
 Contact No: 5363206
 Contact Person: _____

Roderic Valencia rmlvalencia1@up.edu.ph

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC Evaluators only)
1	Catering Services	Am Snacks for pre-asessment meetings (Pasta, Sandwich & Juice Bottled Calamansi Juice 350ml) (Plated) March 2024	pax	150	120.00	18,000.00				
2	Catering Services	Am Snacks for stakeholder interview for SAR Team/Execom (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) (Plated) March 2024	pax	60	120.00	7,200.00				
3	Catering Services	Am Snacks for stakeholder interview for Academic Staff (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) (Plated) March 2024	pax	30	120.00	3,600.00				
4	Catering Services	Am Snacks for stakeholder interview for Alumni (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) (Plated) March 2024	pax	30	120.00	3,600.00				
5	Catering Services	Am Snacks for stakeholder interview for Student (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) (Plated) March 2024	pax	30	120.00	3,600.00				
6	Catering Services	Am Snacks for stakeholder interview for Support Staff (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) (Plated) March 2024	pax	30	120.00	3,600.00				
7	Catering Services	Am Snacks+Lunch for pre-assessment workshops of SAR and QA Team Snacks (Pasta & Sandwich & Juice Bottled Calamansi Juice 350 ml) Lunch Lunch (Rice, Chicken/Beef, Vegetable, Fruits, Water Bottled 500ml) (Plated) March 2024	pax	75	350.00	26,250.00				
8	Catering Services	Lunch for CFNR SAR/QA Team Lunch (Rice, Chicken/Beef, Vegetable, Fruits, Water Bottled 500ml) (Plated) March 2024	pax	75	250.00	18,750.00				

9	Catering Services	Lunch for Closing program Lunch (Rice, Chicken/Beef, Vegetable, Fruits, Water Bottled 500ml) (Plated) March 2024	pax	75	250.00	18,750.00			
Note: Must have Stall in UPLB						TOTAL ABC	103,350.00		
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: *Leonor*
LEONOR GONZALES
 BACTWG

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.

Rodolfo
 RODRIG M. VALENCIA
 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 53.6)	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: _____ Tel. No. : _____

_____ Fax No. : _____

Signature over Printed _____ Email Address: _____

Name of _____

Position: _____ Date: _____