

UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TR: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
 University Library - QVCAA

UPLB BAC SECRETARIA
 BY: _____ DATE: 3/15/24

MAR 19 2024 - TIL
 OAM

UPLB-RQ-3-083-24-GOODS
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: March 05, 2024
 Fund Code: 8203211
 MOP: SVP
 Contact No: 988878251
 Contact Person: Arnel H. Conclibido
 Delivery Term: 1 Calendar Day

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 facsimile 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.

7. Others: _____

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	CITY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Suppliers must state how the offered product/s specifications of their offer against each of the individual requirements of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
		<i>Equity and Diversity Training Workshop: Fostering Gender Inclusiveness and Sensitivity (April 1-2, 2024)</i>								
1	Catering Services	Snacks AM (Day 1) - Lugaw with egg and chicken strips, bottled water (350ml)	pax	90	80.00	7,200.00				
2	Catering Services	Lunch (Day 1) - Rice, chicken inasal, chopsuey (chicken), banana, bottled water (350ml)	pax	90	180.00	16,200.00				
3	Catering Services	Snacks PM (Day 1) - Pasta with garlic bread, Softdrinks (290ml)	pax	90	80.00	7,200.00				
4	Catering Services	Snacks AM (Day 2) - Pancit canton with turon, softdrinks (290ml)	pax	90	80.00	7,200.00				
5	Catering Services	Lunch (Day 2) - Chicken caldereta, buttered vegetables, buko pandan, bottled water(350ml)	pax	90	180.00	16,200.00				
6	Catering Services	Snacks PM (Day 2) - Tuna sandwich, softdrinks(290ml)	pax	90	80.00	7,200.00				
TOTAL ABC						61,200.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: Agnes M. Mora
 AGNES M. MORA
 BAC TWG

Nazario B. Carandang, Jr.
 BUNAR/END USER

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.

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 1 calendar day.
 - 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, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Requirements for Suppliers (GPPB Resolution No. 21-2817)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.1)	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 PHIGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessee)		FOR ABC'S ABOVE 500k	/	/	FOR ABC'S ABOVE 50k
6 Oath/Sworn Statement		FOR ABC'S ABOVE 50k			FOR ABC'S ABOVE 200k
7 NFCC for Infrastructure with ABC above P1500k		/			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: _____ Tel. No. : _____
Address: _____ Fax No. : _____
Signature over Printed _____ Email Address: _____
Name of Representative: _____
Position: _____ Date: _____