



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

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

UPLB BAC SECRETARIAT
 BY: _____ DATE: 4/25/24
 APR 30 2024 - TIL 10AM
UPLB-RQ- 4-126-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ- _____

DEADLINE OF SUBMISSION:

Date: 04-24-2024
 Fund Code: 9317810
 MOP: SMALL VALUE PROCUREMENT
 Contact No: 09264096170
 Contact Person: JAY ANN L. ALCACHUPAS

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	Assisted Buffet (June 2024) - AM Snack, Lunch and PM Snack	pax	100	450.00	45,000.00				
		Training/Workshop Package 1 (AM + PM Snack and Lunch) Purpose: UPLB REB Training/Workshop Date: 28 June 2024 Venue: CAS Auditorium AM snack - Tuna sandwich - 250 ml bottled soda PM snack - Lasagna - 250 ml bottled soda Lunch - Rice - Grilled Blue Marlin with Cucumber salsa - Kani Salad - Peach Float - 350 ml bottled water								

2	Catering Services	Snack and Lunch for the month of June 2024 (6 meetings/month x 12 pax each)	pax	72	260.00	18,720.00			
		Meeting 1 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 04 June 2024 Venue: UPLB REB Conference Room PM snack - Lasagna - 250 ml bottled soda Lunch - Rice - Beef Teriyaki - Coleslaw - Buko Pandan - 350 ml bottled water <i>*for 12 pax</i>							
		Meeting 2 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 07 June 2024 Venue: UPLB REB Conference Room PM snack - Clubhouse - 250 ml bottled soda Lunch - Rice - Fried Chicken - Caesar Salad - Mango Tapioca - 350 ml bottled water <i>*for 12 pax</i>							
		Meeting 3 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 14 June 2024 Venue: UPLB REB Conference Room PM snack PM snack - Cheesy Mushroom Spaghetti - 250 ml bottled soda Lunch - Rice - Chicken Teriyaki - Kani Salad - Brownies - 350 ml bottled water <i>*for 12 pax</i>							

	<p>Meeting 4 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 18 June 2024 Venue: UPLB REB Conference Room</p> <p>PM snack - Chicken Macaroni Salad - 250 ml bottled soda</p> <p>Lunch -Rice -Pork Ribs -Fresh Lumpia with egg wrapper -Coffee jelly -350 ml bottled water <i>*for 12 pax</i></p>									
	<p>Meeting 5 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 21 June 2024 Venue: UPLB REB Conference Room</p> <p>PM snack - Classic Spaghetti - Cream Puffs - 250 ml bottled soda</p> <p>Lunch - Rice - Beef with Mushroom - Buttered Vegetable - Slice of watermelon - 350 ml Bottled water <i>*for 12 pax</i></p>									
	<p>Meeting 6 Package 3 (PM Snack and Lunch) Purpose: UPLB REB Panel Meeting Date: 25 June 2024 Venue: UPLB REB Conference Room</p> <p>PM snack - Pansit Malabon - 250 ml bottled soda</p> <p>Lunch - Rice - Pork BBQ - Garden Salad - Banana - 350 ml bottled water <i>*for 12 pax</i></p>									
						63,720.00				
						TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

Lea R. Gonzales
LEA R. GONZALES
 BAC TWG

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.

Jay Ann L. Alcachupas
JAY ANN L. ALCACHUPAS
 BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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.
3. Delivery period within 5 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____