

Request for Quotation/ Bidding Form (Technical Specifications)
OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE AND FOOD SCIENCE

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 4-17-24
APR 22 2024 ^{10am}
UPLB-RQ- 4-137-24-RES
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Supplier Name: _____

Date: APRIL 4, 2024
Fund Code: _____
MOP: _____
Contact No: HP-533 Small Value Procurement
(049) 536-35-35
Contact Person: MARION M. BUENO

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 quotations 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 referral 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:
 - Caterers must have stalls within the locality of Venue for ease of accessibility and communication hassle free
 - With experience in food handling services on gatherings and events in the University for the last five (5) years
 - Flexibility regarding menu options
 - Food must be delivered either in plated or buffet style at most an hour before the serving time; and
 - Cost of the services covers the caterers full service including set-up, break down and all staff considerations

RFQ Ref PR No.

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 Supplier shall state here the detailed technical specifications of line after approval each of the individual members of each sub-committee.	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC Evaluators only)
1	Catering Services	Package 1: AM +PM Snack + Lunch (Plated/ Assisted Buffet) AM Snacks: Hamburger and 350ml bottled drinking water PM Snacks: Spaghetti with sliced garlic bread/Clubhouse Sandwich and 240 ml. Canned juice Lunch: Rice, Beef stronganoff, mixed veggies, banana and 290 ml bottled softdrinks ***Inclusions: Free flowing coffee, waiters, paper cups, table and chairs for the "AgriMove Symposium In Sorsogon (Day 1 on April 25, 2024)	pax	310	450.00	139,500.00				
2	Catering Services	Catering Services Package 2: AM +PM Snack + Lunch+ Dinner (Plated/ Assisted Buffet) AM Snacks: Hamburger and 290 ml bottled softdrinks; PM: Spaghetti and 350 ml bottled water Lunch/ Dinner : Rice, chicken ala king, chop suey, mixed fruits and 290 ml bottled softdrinks ***Inclusions: Free flowing coffee, waiters, paper cups, table and chairs for "AgriMove Symposium In Sorsogon (Day2 on April 26, 2024)	pax	300	700.00	210,000.00				
						TOTAL ABC			349,500.00	
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

[Signature]
MARION M. BUENO
BAC TWO

Please quote at your government price (including VAT) and state 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.

[Signature]
MARION M. BUENO
BUYER/END-USER

TERMS AND CONDITIONS:

- Price quotations shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to ensure 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 transmission, clause, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (OPPPR Resolution No. 21-2017)

REQUIREMENTS	Shipping (Section 5.2)	Registered Procurement-Related Values (Section 53.8)	Registered Procurement Loans of Real Property or Values (Section 53.10)	Registered Procurement Related Skills or Assets, Work, Experience, Technology and Service Delivery (Section 53.11)	Registered Procurement Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PRICERS Registration Number	/	/	/	/	/
3 Professional License (NY (consulting services))	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)	/	FOR ABOVE ABOVE 500K	/	/	FOR ABOVE ABOVE
6 Oathsworn Sworn Statement	/	FOR ABOVE ABOVE 50K	/	/	FOR ABOVE ABOVE
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABOVE ABOVE

All bidders must read and accept your General Conditions. 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: _____