

UPLB BAC SECRETARIAT
 BY: JHJ DATE: 5/3/24
 MAY 07 2024 - TIL ICAM
 UPLB-RQ- 5-128-24-GOODS
 DEADLINE OF SUBMISSION



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-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: April 30, 2024
 Fund Code: N8-579-21
 MOP: Small Value Procurement
 Contact No: 9275870038
 Contact Person: Jose Elmo H. Azores

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 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 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 here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Catering Services	CNA Workshop 1 for the month of May 2024 Package 1: AM Snack: Lasagna, Garlic Bread, Orange Juice(250ML) Lunch: Roast Beef, Garlic Broccoli, Rice, Bottled Water (330ML) PM Snack: Palabok, Turonitos, Softdrinks (250ML)	pax	70	340.00	23,800.00				
	Catering Services	CNA Workshop 1 for the month of May 2024 Package 1: AM Snack: Cheeseburger, Softdrinks (250mL) Lunch: Chicken Adobo, Upo Guisado, Rice, Bottled Water (330ML) PM Snack: Spaghetti, Garlic Bread, Orange Juice (250ML)	pax	45	340.00	15,300.00				
	Catering Services	Research and Extension Coordinators' Workshop for the month of May 2024 Package 1: AM Snack: Tuna Sandwich, Calamansi Juice (250ML) Lunch: Pork Kare-Kare, Rice, Sinukmani, Bottled Water (330ML) PM Snack: Palabok, Turonitos, Softdrink (250ML)	pax	70	340.00	23,800.00				
	Catering Services	Orientation of Newly Hired REPS for the Month of May 2024 Package 3: Lunch: Beef Broccoli, Rice, Softdrink (250ML) PM Snack: Ham and Cheese Roll; Bottled Water (330ML)	pax	88	260.00	22,880.00				
TOTAL ABC						85,780.00				
NOTE: The service provider must have a current food stall inside the UPLB Campus							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: Lea E. Azores
 BAC TAG

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.

Jose Elmo H. Azores
 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 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 15 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 interferences, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 51.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.9)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's Business Permit	/	/	/	/	/
2 PHIGERS 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 80K	/	/	FOR ABC'S ABOVE 80K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 80K	/	/	FOR ABC'S ABOVE 80K
7 NFCC for Infrastructure with ABC above Ph600k	/	/	/	/	FOR ABC'S ABOVE 80K

After having carefully read and accepted your General Conditions, We quote you on the item at prices noted above.

Name of the Company: _____ Tel. No.: _____
 Address: _____ Fax No.: _____
 Signature over Printed Name of: _____ Email Address: _____
 Position: _____ Date: _____