



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

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

UPLB BAC SECRETARIAT
BY: _____ DATE: 6/6/24
JUN 11 2024 - TIL 10AM
UPLB-RQ- 6-162-24-GOODS
DEADLINE OF SUBMISSION
UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: Mar. 21 2024
Fund Code: 9317810
MOP: SVP
Contact No: 0928-5158308
Contact Person: JANET BALENSON
jebalenson@up.edu.ph

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
- 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: _____

2024 CATERING SERVICES

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>Bidders must state here the detailed technical specifications of their offer against each of the individual components of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of July 2024 Lunch: plain rice, fish, pork/chicken dish, vegetables, drinks and dessert PmSnack: pasta with bread and drinks w/ over flowing brewed coffee, creamer and sugar	pax	210	350.00	73,500.00				
						73,600.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By

ANA VERONICA G. EVANGELISTA 2024-0090
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.

Jaybee Zunzalan
BUYER/ END-USER

TERMS AND CONDITIONS:

- This quotation 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 **14** calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 initialed by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shipping (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 53.8)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 RA0395 Registration Number	/	/	/	/	/
3 Professional License/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as listed)		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
6 Certificate of Solvency Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7 NFOC for Infrastructure with ABC above P500K		/			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 Name of Representative: _____

Email Address: _____

Position: _____

Date: _____