



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

Request for Quotation/Bid Form (Technical Specifications)
Office of the Vice-Chancellor for Administration (OVCA)

UPLB BAC SECRETARIAT
 BY: _____ DATE: 6/25/24
 JUL 01 2024 - TIL 10AM
UPLB-RQ- G-182-24-GOODS
UPLB-RQ-
DEADLINE OF SUBMISSION
 DEADLINE OF SUBMISSION: _____

Suppliers Name: _____

Date: _____
 Fund Code: 9370100
 MOP: competitive bidding
 Contact No: 0908-895-4872
 Contact Person: CONSOLACION A. LAMPA

PR# 166403_CATERING SERVICES_SPORTFEST_JUL 2024 - P49,200.00

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 Requisition for Quotation (RQ) before issuance of Purchase Order (PO).
 - Quotations exceeding the Approved Budget for Contract (ABC) 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 02 & 03 JULY 2024	DAY 1 - 02 July 2024 - BREAKFAST (packed) - Baked macaroni, clubhouse sandwich & coffee	pax	75	150.00	11,250.00				
		DAY 1 - 02 July 2024 - LUNCH (plated/assisted buffet) - rice, crispy liempo, pakbet, egg drop soup, releyenong bangus, banana, gulaman	pax	75	250.00	18,750.00				
		DAY 1 - 02 July 2024 - PM SNACKS (plated/assisted buffet) - slice of buko pie, pancit canton & coke solo	pax	75	120.00	9,000.00				
		DAY 2 - 03 July 2024 - BREAKFAST (packed) - fried rice, sunny side-up egg, beef tapa & banana	pax	15	150.00	2,250.00				
		Day 2 - 03 July 2024 - AM SNACKS (packed) - burger, coke solo/mineral water, 330 ml	pax	75	80.00	6,000.00				
		DAY 2 - 03 July 2024 - LUNCH (plated/assisted buffet) - rice, beef caldereta, lumpia in egg wrapper, fish fillet, banana, gulaman	pax	75	250.00	18,750.00				
		DAY 2 - 03 July 2024 - PM SNACKS (plated/pito, pancit palabok, mineral water, 330 ml)	pax	75	120.00	9,000.00				
TOTAL ABC						75,000.00				
							TOTAL QUOTED AMOUNT IN WORDS: _____			

Reviewed and Checked By: _____

LEA C. GONZALES
 BAC TWG

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 on or before the deadline stated herein.

C. A. LAMPA
 BUYER/ END-USER

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 period of **three (3) months**, in the case of EXPENDABLE SUPPLIES, and **one (1) year** in the case of NON-EXPENDABLE SUPPLIES after acceptance by end-user of the delivered supplies.
- Delivery period within 3 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 initiated by you or any of your duly authorized representative/s.

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

No.	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 _____
 Position: _____

Tel. No.: _____
 Fax No.: _____
 Email Address: _____
 Date: _____