



**UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, N-A
VAT Reg. TIN: 960-960-00004**

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

UPLB BAC SECRETARIAT
BY: _____ DATE: 7/9/24
JUL 09 2024 - 10AM
UPLB-RQ- 7-193-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ- _____
DEADLINE OF SUBMISSION: _____

Supplier Name: _____

Date: Jul 01, 2024
Fund Code: 0317010
MOP: SVP
Contact No: 9289188398
Contact Person: JANET BALENON

Please quote your lowest price on the basis listed below, subject to the General Conditions below.

- Note:**
- Bidders must provide correct and accurate information required in the form. All entries must be legible and in printed and not handwritten. Do not leave blank entries, use "N/A" or "not applicable".
 - Price quotations to be itemized in Philippine Peso shall include all items, taxes, and/or fees payable.
 - Bidders must specify the BRAND and MODEL NUMBER for equipment and accessories or peripherals. Equipment shall be in the form of manufacturer's un-amortized sale invoice, unconditional statement of expenditure and compliance issued by the manufacturer and sample.
 - Quotation through automatic acceptance. Having full and final approval from the BAC members of Purchase Order (PO).
 - Quotations exceeding the Approved Budget for Contract shall be rejected.
 - Discriminatory requirements: More than one (1) items of BAC shall be selected upon submission of the quotation.
 - Others: _____

GENERAL CONDITIONS

ITEM No.	GENERAL NATURE 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's quotation shall be the criteria for final selection. Quotations of other offer applied each of the indicated parameters of each requirements)	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluator only)
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of August 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 Note: Service provider must have food stall inside the UPLB Campus	pax	195	350.00	68,250.00				
						68,250.00				
						TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By: _____

[Signature]
BAC TWIG

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]
Jaybee Punzalan
BUYER END USER

TERMS AND CONDITIONS:

- Price quotations shall be valid for a period of at least (05) 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 awarded supplier.
- Delivery period within 10 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 reiterations, misprint, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPG Resolution No. 24-2017)

REQUIREMENTS	Shoping (Section 50)	Registered Procurement Small Value Procurement (Section 51)	Registered Procurement Lesser of Real Property or Value (Section 51-A)	Registered Procurement- Scientific, Specialty or Artistic Work, Exclusive Technology and Similar Services (Section 51-B)	Registered Procurement Consistency (Section 52)
1. Seller's/Business Permit	/	/	/	/	/
2. PRAPP's Registration Number	/	/	/	/	/
3. Seller's/contract license/ CV (for technical services)	/	/	/	/	/
4. F-OMB License (for infrastructure)	/	/	/	/	/
5. Income / Business tax returns (except for government agencies as listed)	/	FOR ABOVE 50K	/	/	FOR ABOVE 50K
6. Creditworthiness Statement	/	FOR ABOVE 50K	/	/	FOR ABOVE 50K
7. TFCO for Infrastructure with APC above P1600	/	/	/	/	FOR 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: _____