



**UNIVERSITY OF THE PHILIPPINES
LOS BANOS**

VAT Reg. TIN: 000-864-006-00004

**Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

UPLB BAC SECRETARIAT

BY: _____ DATE: July 16, 2024

JUL 16 2024 - TIL 10AM

UPLB-RQ- 7-213-24-GOODS

DEADLINE OF SUBMISSION

UPLB-RQ- _____

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: July 16, 2024
Fund Code: 9317810 - C0000848
MOP: Small Value Procurement
Contact No: 536-2306
Contact Person: MARIA RACHELLE R. LOPEZ

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 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 for Committee Meetings, etc.	(Package 3 -AM Snacks+Lunch/PM Snacks+Lunch-Plated/Assisted Buffet - creamy-cheese-bacon pasta, cheese sandwich, juice, 240 ml; rice, Chicken pastel, crispy liempo, warden salad, mixed fresh fruit, and bottled water-350 ml), August 2024	pax	225	350.00	78,750.00				
<p align="center">NOTE:</p> <p>1. The service provider must have previous contract, and must have current stall in UPLB</p> <p>2. To be delivered in various meetings, with several dates.</p>										
TOTAL ABC:						78,750.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

EL IDHA O. BATAK 2024-37m
BAC TWG

MARIA RACHELLE R. LOPEZ
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 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 representative/s.

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

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 licensor CV (consulting services)		/			
4 PCAAD I 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: _____
Tel. No.: _____
Fax No.: _____
Signature over Printed Name of Representative: _____
Position: _____
Email Address: _____
Date: _____