



**Request for Quotation/ Bid Form (Technical Specifications)**  
OFFICE OF PUBLIC RELATIONS (OPR)

**UPLB BAC SECRETARIAT**  
BY: ~~\_\_\_\_\_~~ DATE: 7/17/24  
**JUL 22 2024 - TIL 10AM**  
**UPLB-RQ- 7-240-24-GOODS**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**

**DEADLINE OF SUBMISSION:**

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: June 11, 2024  
Fund Code: 9310800  
MOP: Small Value Procurement  
Contact No: 99859590191  
Contact Person: ANA LISA G. GABATIN

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

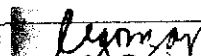
Note:

- 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
- 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	Catering services for production/meetings of committee member, <b>Packed</b> AM snacks - Sandwich and bottled water 350 ml PM snacks - Pasta, bread and bottled water 350 ml Lunch- Rice, Chicken, Vegetable and Bottled water 350ml 25 & 26 July 2024	pax	75	340.00	25,500.00				
2		Catering services for installation of tarps, <b>Packed:</b> AM - Sandwich and bottled water 350 ml PM snacks - Pasta, bread and bottled water 350 ml 24-25 July 2024	pax	30	160.00	4,800.00				

3	<p><b>Catering services, for rehearsal:</b> am/pm snack, lunch and dinner), <b>Packed</b>  <b>AM snacks-</b> Sandwich and bottled water 350ml  <b>PM snacks -</b> Baked mac, garlic bread and Bottled soft drinks 250ml  <b>Lunch-</b> Meat/Fish, Vegetable, dessert and Bottled softdrinks 250ml  <b>Dinner-</b> Rice, Chicken/Meat, Vegetable, dessert and bottled water 350ml  <b>2 August 2024</b></p>	pax	140	520.00	72,800.00				
4	<p><b>Catering services, event proper:</b> AM/PM snack, lunch and dinner), <b>Packed</b>  <b>AM snack -</b> Sandwich and bottled water 350ml  <b>PM snack -</b> Pasta, bread and bottled water 350ml  <b>Lunch-</b> Meat/Fish, Vegetable, dessert and Bottled softdrinks 250ml  <b>Dinner-</b> Rice, Chicken/Meat, Vegetable, dessert and bottled water 350ml  <b>3 August 2024</b></p>	pax	280	520.00	145,600.00				
5	<p><b>Catering services, event proper:</b> Breakfast – tocilog/tapsilog, coffee, bottled water 350 ml, <b>Packed</b></p>	pax	280	150.00	42,000.00				
	<i>Note: Bidders for catering services should have a canteen inside the campus.</i>								
<b>TOTAL ABC</b>					<b>290,700.00</b>				
						<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

  
**Leal C. Gonzales**  
 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.

  
**ANA LISA C. GABATIN**  
 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 5 calendar days.
- Award of contract shall be made to the lowest quotation wch complies with the technical specifications, and other terms and conditon 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)

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement	Negotiated
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 of Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_