



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004
Request for Quotation/ Bid Form (Technical Specifications)
GRADUATE SCHOOL

UPLB BAC SECRETARIAT
 BY: _____ DATE: 7/18/24
 JUL 22 2024 - TIL 10AM
UPLB-RQ- 7-242-24 - GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: June 16, 2024
 Fund Code: 9379800
 MOP: Small Value Procurement
 Contact No: (049)5363414
 Contact Person: Marie Cris L. Supleto, UPLB Graduate School

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

Note: 1. 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.

2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. 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	Additional services for catering: Rentals of tables and chairs with skirting for 200 pax, with flower arrangement, with theme decoration, and services of waiters to assist.	lot	1	15,000.00	15,000.00				
2	Catering Services	CATERING - Dinner for GS Hooding Rehearsal - Chicken inasal with mixed vegetables, rice, banana and bottled water (Volunteers, Ushers, GS staff, Others (decoration & maintenance) - August 1, 2024	pax	115	180.00	20,700.00				
	Catering Services	FOOD -Full meal of the guest speaker and company for 3 days - Plated breakfast - Day 1- Breakfast -pandesal, omelette, vegetable salad, coffee, Day 2- Breakfast - tapsilog and coffee, Day 3-sinangag, corned beef, egg, fresh fruits and coffee (August 1-3, 2024)	pax	9	180.00	1,620.00				

3	Catering Services	FOOD -Full meal of the guest speaker and company for 3 days - Package 2 (AM Snacks, PM Snacks+Lunch+Dinner) Day 1- AM Snacks- Macaroni salad and Ice tea, Lunch-rice, rosemary chicken with garlic potato marble, fresh fruits and cucumber lemonade, PM Snacks-Clubhouse sandwich and juice, Dinner-Salisbury steak, rice, fresh fruits and Ice tea., Day 2- AM Snacks-Sliced pizza and Ice tea, Lunch-rice, crispy karekare, fresh fruits and lemonade, PM Snacks-Pesto pasta and ice tea, Dinner- grilled salmon, fresh fruits and juice, Day 3- AM Snacks-puto kutsinta and hot chocolate, Lunch-sweet and sour fish, vegetable salad, leche flan, and Ice tea, PM Snacks- Chicken alfredo pasta, and lemonade, Dinner-Grilled liempo, itlog na pula, fresh fruits and Ice tea. - August 1-3, 2024.	pax	9	700.00	6,300.00			
4	Catering Services	CATERING - Breakfast meal - Assisted Buffet for August 2, 2024 (Graduates, Faculty, Volunteers and GS staff)-Chicken Pesto Ciabatta sandwich, choco chips cookies and bottled water	pax	800	180.00	144,000.00			
5	Catering Services	CATERING - Lunch - Assisted Buffet-Roast beef, Herbed Roasted Chicken w Gravy, Roasted vegetables, steamed white rice, fresh fruits and Ice tea. for August 2, 2024 (Officials, VIPs, GS staff, and guest speaker)	pax	200	250.00	50,000.00			
						237,620.00			
This is lumpsum award and the "Service provider must have food stall inside the UPLB Campus and have handled UPLB large event".							TOTAL QUOTED AMOUNT IN WORDS:		

Catering for the GS Hooding and Recognition
Reviewed and Checked By:


Lea 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 as soon as possible on or before the deadline stated herein.


Marie Cils L. Supleto
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 condition 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)

	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 of Representative _____
Position: _____

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