



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)

TYPE END USER/DEPARTMENT OF HUMANITIES

UPLB BAC SECRETARIAT

BY: _____ DATE: 7/18/24

JUL 22 2024 - 10AM

UPLB-RQ- 7-244-24-GOODS

DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date:

July 1, 2024

Fund Code:

TOSF 9390123

MOP:

SMALL VALUE PROCUREMENT

Contact No:

536-9259

Contact Person:

Janine Segui

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 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 tick here the detailed technical specifications of their offer against each of the individual parameters of such requirements)</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Catering Services	Buffet Lunch - July 31, 2024 (Rice, Beef brocolli, Grilled Salmon, Lumpia with egg wrap, Coffee Jelly, and Juice)	pax	180	250.00	45,000.00				
2	Catering Services	Packed Lunch-July 30, 2024 (Rice, Caldereta, Shanghai, banana, water)	pax	34	180.00	6,120.00				
TOTAL ABC						51,120.00				
Catering Services for Dhum Testimonial - TOSF 9390123 *must be inside UPLB concessionaire							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

Lea C. Gonzales
BAC TWO

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.

KATRINA ROSS A. TAN

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.
- 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 initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2917)

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific	Negotiated
1. Mayor's/Business Permit	/	/	/	/	/
2. PHIC/EP's 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. Oath/true sworn Statement	/	FOR ABC'S ABOVE 10K	/	/	FOR ABC'S ABOVE 500K
7. NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S ABOVE

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

Email Address:

Name of Representative:

Date:

Position: