UPLB BAC SECRETARIAT
BY: _____ DATE: 8-9-24
AUG 13 2024 10am
UPLB-RQ- 8 - 285 - 24 - GOODS
DEADLNE OF SUBMISSION

UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
College of Development Communication

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: Aug. 7, 2024
Fund Code: 9190800
MOP: Small Value Procurement
Contact No: ccanubas@up.edu.ph
Contact Person: carol joy cañubas

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 stateme
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.).
5. Quotations exceeding the Appoved 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
1	CATERING SERVICES	Plated/Assisted Buffet AM and PM Snacks and Lunch for Seminar of Updated Assessment and Benchmarking September 2024 Snacks (Pasta, Pastry and Soda) Lunch (Rice, Meat/FishDish, Vegetable, Dessert, Bottled Water)	pax	60	450.00	27,000.00			
2		Plated/Assisted Buffet AM and PM Snacks and Lunch for Planning Workshop for Graduate Program Revisions September 2024 Snacks (Pasta, Pastry and Soda) Lunch (Rice, Meat/FishDish, Vegetable, Dessert,Bottled Water)	pax	120	450.00	54,000.00			
3		Plated/Assisted Buffet AM and PM Snacks and Lunch for Writeshop 1A for crafting course proposals and program offerings September 2024 Snacks (Pasta, Pastry and Soda) Lunch (Rice, Meat/FishDish, Vegetable, Dessert, Bottled Water)	pax	110	450.00	49,500.00			
					TOTAL ABC	130,500.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:
ANA G. EVANGELISTA 2024-0349
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

Carol Joy Cañubas
BUYER/ END-USER

TERMS AND CONDITIONS:
1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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
3. Delivery period within **14** calendar days.
4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and conditon stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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 (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 Position: _____

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