



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form
UGNAYAN NG PAHINUNGOD

UPLB BAC SECRETARIAT

BY: DATE: 8-16-24AUG 20 2024 ^{10am}UPLB-RQ- 8-297-24-62005

DEADLINE OF SUBMISSION

UPLB-RQ-_____

DEADLINE OF _____

Suppliers Name: _____

Date

August 6, 2024

Fund Code:

9178001 A303-11

MOP:

Small Value Procurement

Contact No:

(049) 536-3292

Contact Person

RUTH O. CALILUNG

rocalilung@up.edu.ph

169324

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.
- 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.
- 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 from 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	Food for Pahinungod Anniversary- September 28, 2024 Package 1: AM Snacks - lasagna, turonitos and iced tea PM Snacks - clubhouse sandwich and cucumber lemonade Plated/ Buffet Lunch - Rice, Pork pastel, Stir fry vegetable, Sliced melon, cucumber lemonade	pax	200	450.00	90,000.00				
2		Food for Volunteer's Assembly- September 2, 2024 Plated/ Buffet Lunch - Rice, Pork humba, Stir fry beans, Sliced watermelon and bottled water Note to Supplier: Must have stall inside UPLB	pax	60	250.00	15,000.00				
TOTAL ABC						105,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:

ANA VERONICA G. EVANGELISTA
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

RUTH O. CALILUNG

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.
- Delivery period within 7 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 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	/	/	FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	/	/	/	/	/
7 NFCC for Infrastructure with ABC above Ph500K	/	/	/	/	/

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 _____

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____