

Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: August 27, 2024
Fund Code: N837700
MOP: ~~Small Value Procurement~~ SHOPPING
Contact No: 536-3358
Contact Person: JEFFERSON N. DEOMANO

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

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- 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>Supplier must state here the detailed technical specifications of their offer against each of the technical parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank For BAC/Evaluators only)</small>
1	Dinner, Assisted Buffet Welcome Dinner for International Conference	Rice, Rosemary Chicken, Beef Broccoli, Herb Tuna Steak, Pickled Bitter Gourd Salad, Light Soup, Dessert, Fresh Fruits Juice, Free flowing coffee	pax	200	600.00	120,000.00				
2	Package 3: Packed AM/PM Snacks + Lunch Workshop/meetings for the month of Sept 2024	Snacks Tuna/Chicken Sandwich, Soda 300ml Lunch Rice, Pork Caldereta, Mixed Veggies, Banana, Bottled Water 300 ml	pax	300	260.00	78,000.00				
Inclusion: Tables with skirting and flower arrangement, theme decoration, services of waiters to assist and to serve Terms and Conditions: 1. The service provider must have previous contract, catered large university events, and must have current stall in UPLB. 2. The service provider shall meet with the Food Committee to discuss and finalize the details of events. LOT AWARD										
TOTAL ABC						198,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: [Signature]
AGNES M. MORA
BAC TWG

[Signature]
JEFFERSON N. DEOMANO
BUYER/END-USER

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.

- 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)

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	Negotiated Procurement- Emergency (Section 53.2)

1	Mayc's Business Permit	/	/	/	/	/
2	PHIGEPS 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 500k			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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____