



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

Request for Quotation/ Bid Form (Technical Specifications)  
University Library - OVCAA

UPLB BAC SECRETARIAT  
BY: gintrom DATE: 02 Sept. 2024  
SEP 06 2024 TIL 10:00 AM  
UPLB-RQ- 9-309-24 6000S  
UPLB-RQ- OF SUBMISSION

DEADLINE OF SUBMISSION: \_\_\_\_\_

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: June 03, 2024  
Fund Code: 9383211  
MOP: SVP  
Contact No: 9988678251  
Contact Person: Arnel H. Conclibido  
Delivery Term: 1 Calendar Day

PR # 165675

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.
- 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>
		<i>3rd Quarter University Library Executive Committee Meeting (Sept. 6, 2024)</i>								
1	Catering Services	Snacks - Pancit canton with turon, softdrinks (190ml)	pax	27	80.00	2,160.00				
		<i>University Library Fair : Celebrating Cultural Diversity and Knowledge (September 2024)</i>								
2	Catering Services	Snacks AM - Pancit guisado with puto, C2 apple (230ml)	pax	300	80.00	24,000.00				
3	Catering Services	Lunch - Chicken inasal, buttered vegetables, Java rice, softdrinks (190ml) with disposable spoon & fork & cutlery covered with table napkin	pax	51	180.00	9,180.00				
3	Catering Services	Snacks PM - Beef macaroni (pasta) & cheese with garlic bread, softdrinks (190ml)	pax	300	80.00	24,000.00				
		<i>University Library InfoSkilled Awarding Ceremony (September 2024)</i>								
5	Catering Services	Snacks AM - Tuna sandwich, softdrinks (290ml)	pax	70	80.00	5,600.00				
		<i>CFNR Library InfoSkilled - September 2024 - Q3</i>								
6	Catering Services	Snacks - Clubhouse sandwich, softdrinks (190ml)	pax	75	80.00	6,000.00				
						70,940.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: Agnes M. Mora  
AGNES M. MORA  
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 possible on or before the deadline stated herein.

Nazario B. Carandang, Jr.  
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 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.
3. Delivery period within 1 calendar day.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 Printed Name of Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_