



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS  
Los Baños, I.A.A.  
VAT Reg. TIN: 000-864-006-00004  
Request for Quotation/ Bid Form (Technical Specifications)  
DEPARTMENT OF SOCIAL SCIENCES, CAS

UPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 9-5-24  
SEP 09 2024  
9-310-24-1223  
UPLB-RO  
UPLB-RO  
DEADLINE OF SUBMISSION

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

Date: August 28, 2024  
Fund Code: 9107100  
MOP: SYP  
Contact No: 536-2440  
Contact Person: Ronaldo M. Vibal

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
  - Quotation through facsimile 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 (Bidders 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	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering Services	Dinner Only – Plated/Assisted Buffet	pax	220	250.00	55,000.00				
		Rice, Pot Roast Beef, Mixed Vegetables, Coffee Jelly, Soda, 290 ml								
		19-Sep-24								
		Delivery within 14 Calendar Days								
<b>TOTAL ABC</b>						<b>55,000.00</b>				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

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.

Ronaldo M. Vibal  
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.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a
- 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	Negotiat	Negotiated	Negotiated	Negotiated
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		FOR	/	/	FOR ABC'S
6 Omnibus Sworn Statement		FOR			FOR ABC'S
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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 \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_