



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-564-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
FORESTRY DEVELOPMENT CENTER, UPLB-CFNR

UPLB BAC SECRETARIAT
BY: 77 DATE: 9-4-24
SEP 09 2024 ^{12am}
UPLB-RQ- 9-358-24-RES
DEADLINE OF SUBMISSION
UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date

August 29, 2024

Fund Code:

N02912A

MOP:

NP - 53.9 SMALL VALUE PROCUREMENT

Contact No:

535-2341

Contact Person

Victoria, Kristel S.

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 taxes 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 sales literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through facsimile is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved 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	EVALUATION (Leave this space blank. For DAC/ Evaluators only)
1	Catering Services	Food for National Consultation on "Enhancing the Growth of Tree Plantation Industries in the Philippines: Simplification and Harmonization of Policies and Governance along the Value Chain" (including AM/PM Sns & Lunch with free flowing coffee/tea; assisted buffet) (Sept. 10, 2024) Venue: Alabang, Muntinlupa	pax	100	1,500.00	150,000.00				
		Assisted Buffet Snacks AM =assorted finger sandwich served with coffee/Tea/Juice								
		Assisted Buffet Lunch = Seafood Tofu Soup, Beef Brisket with Radish, Sweet and Sour Fish Fillet, Plain Rice, Mango Sago served with Juice								
		Assisted Buffet Snacks PM Spaghetti bolognese served with Bread and Juice								
TOTAL ABC						150,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and

Lea C. Gonzales
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. +

Kristel S. Victoria
KRISTEL S. VICTORIA
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotations 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 awarded 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 14 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any coordination, revision, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

By filing a completed form, respondent is certifying that the information provided is true and correct to the best of their knowledge and belief.

Requirements for Suppliers (COPPS Resolution No. 24-2817)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.1)	Negotiated Procurement- Lease of Real Property or Vehicle (Section 53.1A)	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. PMCEPS Registration Number	/	/	/	/	/
3. Professional license/ CV (consulting services)	/	/	/	/	/
4. PCAB License (for infrastructure)	/	/	/	/	/
5. Income / Business tax returns (except for government agencies as supplier)		FOR ABC ABOVE \$10K	/	/	FOR ABC ABOVE \$10K
6. Unsworn Statement		FOR ABC ABOVE \$10K			FOR ABC ABOVE \$10K
7. WFOG for infrastructure with ABC above \$100K		/			FOR ABC ABOVE \$10K

After having carefully read and accepted your General Conditions, I/we quote you on the items at prices noted above.

Name of the Company _____

Address: _____

Signature over Printed _____

Name of Representative _____

Position: _____

Tel. No. _____

Fax No. _____

Email Address: _____

Date _____