

UPLB BAC SECRETARIAT
 BY: _____ DATE: 10/2/24
 OCT 08 2024 - 10AM
UPLB-RQ- 10-253 - 24-GOODS
DEADLINE OF SUBMISSION



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, NVA
 VAT Reg. TIN: 009-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
UPLB BAC-SEC

UPLB-RQ-

DEADLINE OF SUBMISSION:

Supplier Name: _____

Date: Mar. 21 2024
 Fund Code: 0317810
 MOP: SVP
 Contact No: 0928-5158388
 Contact Person: JANET BALENSON
jbalenson@up.edu.ph

Please quote your lowest price on the items listed below subject to the General Conditions below.

- 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 quotations to be disseminated 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 or authorized sales location, unconditional statement of specification and compliance issued by the manufacturer and vendor.
- Quotation through electronic is acceptable. Winning bidder shall submit original signed PO before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved Budget for Contract shall be rejected.
- Documentary requirements per Memorandum No. 53 Series of 2017 shall be attached upon submission of the quotation.
- Others: _____

2024 CATERING SERVICES

ITEM No.	GENERAL NAME OF THE ITEM	REQUIREMENTS SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Bidders must state how the offered technical specifications of their offer comply with all the technical requirements of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>Leave this space blank. For BAC/Evaluator's only.</small>
1	Catering Services	Catering Services - Assisted Buffet BAC Meetings for the month of November 2024 Lunch: plain rice, fish, pork/chicken dish, vegetables, drinks and dessert PmSnack: pasta with bread and drinks	pax	195	350.00	68,250.00				
						68,250.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANA
ANA VERONICA G. EVANGELISTA 2024-0094
 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.

Janet Balenson
Janet Balenson
 BUYER/END-USER

TERMS AND CONDITIONS:

- Price quotations 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 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.
- 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 modifications, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (OPPE Resolution No. 24-2017):

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.3)	Negotiated Procurement- Lowest Total Priority or Value (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
Mayor/Business Permit	/	/	/	/	/
PHS/PS/PSI Registration Number	/	/	/	/	/
Professional Accountancy (CA) (consulting services)	/	/	/	/	/
PCAB License (for Infrastructure)	/	/	/	/	/
Insurance: 7 (Supplies for reference only) for government engagements or beyond		FOR ABOVE AND/OR 200P			FOR ABOVE AND/OR 200P
Describe Source Statement		FOR ABOVE ABOVE 50K			FOR ABOVE ABOVE 50K
PHOC for Infrastructure with ABC above P1000K					FOR ABOVE ABOVE 1M

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

Name of the Company: _____ Tel. No.: _____
 Address: _____ Fax No.: _____
 Signature over Printed Name of Representative: _____ Email Address: _____
 Position: _____ Date: _____