



UNIVERSITY OF THE PHILIPPINES

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

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 19 Oct 2024
OCT 23 2024 10:00 AM
UPLB-RQ-10-424-24 COMS
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)
LAND GRANT MANAGEMENT OFFICE, OVCPD

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: July 16, 2024
Fund Code: TF8215400
MOP: for Small Value Procurement
Contact No: (049) 576-1186
Contact Person: Ms. Josephine S. Austria
E-mail Address: lgmo.uplb@up.edu.ph/jvsombilla@up.edu.ph

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

PR # 168276

- 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 levies 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 sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email 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:

Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Rows include items like Cooking Pot, Whistling Kettle, Frying Pan, Talyasi, and Caldero, Big.

3										
6	Casserole	Branded and Brand New Casserole with Lid • Materials: Stainless Steel • Diameter: 26cm • High quality • Dishwasher safe • Easy to clean	piece	5	650.00	3,250.00				
7	Kitchen Utensil Set	Branded and Brand New Kitchen Utensil Set with Holder • High-grade food quality stainless steel utensils • Soft touch handles for a comfortable grip • Dishwasher safe • Comes with a chrome utensils stand or holder • 1 x solid spoon • 1 x spaghetti server • 1 x soup ladle • 1 x solid turner • 1 x slotted turner • 1 x skimmer • Length of utensils: 32 cm.	set	5	1,500.00	7,500.00				
8	Food Warmer/Chafing dish	Brand New and High Grade Stainless Steel Rectangular Chafing Dish • 18/8 Stainless Steel Cover • 18/5 Stainless Steel Food and Water Pan • 18/5 Stainless Steel Feet and Frame • Capacity: Approx. 4.5ltr • Equipped with 65mm deep 1/2 size food pan • Made of stainless steel • Stackable frame for easy storage • Supplied with lid holders	set	4	4,250.00	17,000.00				
9	Dinner Plate	Branded and Brand New Dinner Plate • Set of 12 pcs • Made of opal glass • Microwave and dishwasher safe • Chip resistant • Diameter measures 10 inches	dozen	5	1,500.00	7,500.00				
10	Drinking Glass	Brand New and High-quality Drinking Glass • Set of 6 pcs • Height: 12 cm (5") • Volume: Approx. 10 oz. • Material: Tempered Glass • Food safe • Easy to Clean and Dishwasher safe	box	10	500.00	5,000.00				
11	Cup and Saucer	Branded and Brand New 8-Piece Opal Plain Cup and Saucer Set • White Opal Cup and Saucer Set • 4 pcs 250 ml Cups • 4 pcs 5.5" Saucers • Food Safe • Dishwasher Safe • Microwave Safe	set	6	650.00	3,900.00				
12	Spoon	Branded and Brand New Spoon stainless steel 7"	dozen	5	1,200.00	6,000.00				
13	Fork	Branded and Brand New Fork stainless steel 7"	dozen	5	1,200.00	6,000.00				

14	Dessert Spoon	Branded and Brand New Dessert Spoon, stainless steel, 6"	dozen	3	850.00	2,550.00			
TOTAL ABC						76,550.00			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

Lea Gonzales
LEA 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.

Josephina S. Austria
JOSEPHINA S. AUSTRIA
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 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 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____