

UPLB BAC SECRETARIAT
 BY: *gjm* DATE: 19 Oct. 2024
 OCT 23 2024 10:00AM
 UPLB-RQ- 10-425 - 24 600PS
 DEADLINE OF SUBMISSION



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

Request for Quotation/ Bid Form (Technical Specifications)
 Museum of Natural History

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 4, 2024
 Fund Code: RF: 9307833
 MOP: Competitive Bidding
 Contact No: 9498180093
 Contact Person: Arlyn Joy F. Viscaino/afviscaino@up.edu.ph

For Small Value Procurement

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

PR # 174425

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.
- 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 <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>
1	Catering Services	AM Snacks: Cheese Burger and Bottled Water October 21, 2024 (Orientation Anti-Sexual Harassment for the Internship)	pax	70	80.00	5,600.00				
2	Catering Services	Package 1: AM Snacks Bacon and Parmesan Penne Pasta and Bottled Water(350ml); Lunch Steamed Rice, Rellenong Bangus, Mixed Veggies, Mango Sago, Bottled Water(350ml); PM Snacks Clubhouse Sandwich and Bottled Water(350ml) (October 24, 2024 Biodiversity Learning Module Competition)	pax	50	340.00	17,000.00				
3	Catering Services	Package 1: AM Snacks Pancit Bihon, Bottled Calamansi Juice(300ml); Lunch Steamed Rice, Roast Beef, Chicken Terikayi, Buko Pandan, Bottled Water(350ml); PM Snacks Chicken Sandwich, Bottled Soda (300ml) (October 25, 2024 Café Scientific Activity)	pax	70	340.00	23,800.00				
4	Catering Services	Package 2: AM Snacks Chicken Alfredo Pasta and Bottle Soda(300ml); Lunch Steamed Rice, Chicken Pastel, Lumpia Shanghai, Corn Soup, Bottled Water(350ml); PM Snacks Palabok, Turonitos, Bottled Soda(300ml); Dinner Steamed Rice, Rosemary Chicken, Chinese Beef Vegetables, Lumpiang Shanghai, Leche Flan, Bottled Lychee Juice(300ml) (October 28, 2024 MNH Staff Strategic Planning)	pax	70	700.00	49,000.00				
Note: Supplier must have a food stall inside the UPLB Campus at Lumpsum Award										
TOTAL ABC						95,400.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked for: *Lea C. Gonzales*
 BAQ 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.

Arlyn Joy F. Viscaino
 ARLYN JOY F. VISCAINO
 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 **14** calendar days.
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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name of

Representative: _____

Email Address: _____

Position: _____

Date: _____