

**UPLB BAC SECRETARIAT**  
 BY: \_\_\_\_\_ DATE: 10/21/24  
 OCT 25 2024 - <sup>TU</sup> 10AM  
**UPLB-RQ-10-427-24-GOODS**  
**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)**  
**CEAT OFFICE OF THE DEAN (CEAT DO)**

**UPLB-RQ-**  
**DEADLINE OF**

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

Date: Oct. 18, 2024  
 Fund Code: 9370100  
 MOP: SMALL VALUE PROCUREMENT  
 Contact No: 049-253-8366/ 09772875890  
 Contact Person: RUSELLEN BARAQUIO

- Note**
1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or printed and properly accomplished. Do not leave blank entries, put N/A for not.
  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.
  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 \_\_\_\_\_

| 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<br><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<br><small>(Leave this space blank. For BAC/Evaluators only)</small> |
|---|--------------------------|---|-----------------|-----|--|---|---|--------------------------------------|--------------------|--|
|   | CATERING SERVICE         | Food Order: Packed Package 3 (Lunch-rice, chicken/pork viand, veggies, banana, bottled water 350ml, PM Snacks, Pancit, puto, softdrinks saktó size. (College event December 2024)                   | pax             | 200 | 260.00   | 52,000.00                                       |   |                                      |                    |  |
|   | CATERING SERVICE         | Food Order: Packed Package 3 (AM Snacks-pasta, garlic bread and softdrinks saktó, Lunch-rice, chicken viand, veggies, banana, bottled water 350ml (CEAT Committee meetings, visitors December 2024) | pax             | 173 | 260.00   | 44,980.00                                       |   |                                      |                    |  |
| <b>NOTE: For LOT AWARD, Bidder/Supplier must have a physical store within the UPLB campus</b> |                          |   |                 |     |  |   |   |                                      |                    |  |
| <b>TOTAL ABC</b>  |                          |   |                 |     |  | <b>96,980.00</b>                                |   |                                      |                    |  |
|   |                          |   |                 |     |  |   |   | <b>TOTAL QUOTED AMOUNT IN WORDS:</b> |                    |  |

Reviewed and Checked By: LEA C. GONZALES  
 BAC TWC

RUSELLEN BARAQUIO  
 BAC TWC

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

**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
3. Delivery period within 5 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 alterations, erasure or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s

**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

| REQUIREMENTS   | Shopping | Negotiated           | Negotiated | Negotiated Procurement- Scientific | 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 government employees or officers) |          | FOR ABC'S ABOVE 500K |            |                                    | FOR ABC'S ABOVE 500K |
| 6. Omnibus Sworn Statement   |          | FOR ABC'S ABOVE 500K |            |                                    | FOR ABC'S ABOVE 500K |
| 7. NFCC for Infrastructure with ABC above Ph500k                               |          |                      |            |                                    | FOR ABC'S ABOVE 500K |

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: \_\_\_\_\_