

Request for Quotation/ Bid Form (Technical Specifications)  
Unit/Department: UPLB-SESAM

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 10-14-24  
**OCT 18 2024** <sup>ICM</sup>  
UPLB-RQ-  
UPLB-SESAM-UPLB 10-457-24 <sup>RES</sup>  
DEADLINE OF SUBMISSION:  
10/04/2024

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

Date: \_\_\_\_\_  
Fund Code: N933891  
MOP: Small Value Procurement  
Contact No: rblegaspl1@up.edu.ph/ dbpantua@up.edu.ph  
Contact Person: RICHELLE LEGASPI

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

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:

174,504

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: Supplier must state how the offered specification complies or that offer applies each of the individual parameters of each requirement.	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Catering Service	Meal for Meetings - AM Snack (Plated) (inside UPLB) Toasted Bread, Pancit Bam-E and Bottled Water 200 ml	pax	70	120.00	8,400.00				
2	Catering Service	Meal for Meetings - Breakfast (Plated) (inside UPLB) Rice, Scrambled egg, Pork Tocino and Bottled Water 200 ml *with overflowing coffee and tea	pax	70	180.00	12,600.00				
3	Catering Service	Meal for Meetings - Lunch (Plated) (inside UPLB) Rice, Pork Caldereta, Mixed Vegetable, Mixed Fruits and Bottled Water 200 ml	pax	70	250.00	17,500.00				
4	Catering Service	Meal for Meetings - PM Snacks (Plated) (inside UPLB) Toasted Siopao, Turones and Bottled Water 200 ml	pax	70	120.00	8,400.00				
5	Catering Service	Meal for Trainings - AM Snack (Plated) (inside UPLB) Toasted Bread, Spaghetti and Bottled Water 200 ml	pax	70	120.00	8,400.00				
6	Catering Service	Meal -Breakfast (Plated) (inside UPLB) Rice, Sunny side up egg, Beef tapa and Bottled Water 200 ml *with overflowing coffee and tea	pax	75	180.00	13,500.00				
7	Catering Service	Meal for Trainings - Lunch (Plated) (inside UPLB) Rice, Fried Chicken, Chapseuy, Banana and Bottled Water 200 ml	pax	75	250.00	18,750.00				
8	Catering Service	Meal for Trainings - PM Snacks (Plated) (inside UPLB) Puto, Pancit Malabon and Bottled Water 200 ml	pax	75	120.00	9,000.00				
						<b>96,550.00</b>	<b>PHP</b>			
								<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		
Tentative date: Month of <b>November 2024</b> Venue: <b>SESAM-UPLB</b>										
Purpose: Meals for Meeting and Training for the month of November 2024 (Project ICMF Policy: Fund code: N933891)										
Reviewed and Checked By:										

[Signature]  
SHERYL B. POSADAS

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.

[Signature]  
MARIA VICTORIA O. ESPALDON  
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	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: \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_