



UPLB BAC SECRETARIAT
BY: [Signature] DATE: 11-13-24
NOV 19 2024
UPLB BAC-RQ: 11-467-24-10003
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: Oct. 11, 2024
Fund Code: 9370100
MOP: Small Value Procurement (Sec. 53.9)
Contract No: 09456648703
Contact Person: Melvin Eduardo C. Dacanay

Please quote your lowest price on the items 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 quotations 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	PM Snack (Assisted buffet) Mixed nuts, Club house sandwich and Cucumber Juice). For CHE alumni talk (Nov 22, 2024)	pax	102	PHP 120.00	PHP 12,240.00				
2		Package 2: AM+PM Snack+Lunch+Dinner (plated) AM Egg Sandwich and 240 ml iced tea), (PM) Pancit Guisado and 350 ml Bottled Water); Lunch (Chicken Afritada and Rice with 350 ml bottled water); Dinner (Grilled Pork Liempo, banana Chopsuey and 350 ml bottled water). Food for CHE 50th Foundation Day Culminating Activity (Nov 22, 2024)	pax	133	PHP 520.00	PHP 69,160.00				
3		Package 3: AM or PM Snack+Lunch (assisted buffet) Baked Mac and iced tea); Lunch (Fried Chicken, Rice, Ginisang Kangkong and Cucumber Juice). Food for CHE@50 Awarding Ceremony (Nov 30, 2024)	pax	150	PHP 350.00	PHP 52,500.00				
4		Package 3: AM or PM Snack+Lunch (Assisted buffewt) (Baked Mac and 240 ml iced tea); Lunch (Buttered vegetables, Rice and steamed chicken and 350 ml bottled water). Food for CHE@50 Conversations (Nov 30, 2024)	pax	100	PHP 260.00	PHP 26,000.00				
with complete table set-up, tables and chairs, utensils, with center table and theme, uniformed waiters.						TOTAL ABC:	159,900.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: [Signature]
Eljohn D. Batas
BAC TW

[Signature]
Melvin Eduardo C. Dacanay
BUYER/ END USER

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.

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 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 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 alterations, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific	Negotiated
1 Mayor's/Business Permit	/	/	/	/	/
2 PhGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessee)	/	/	/	/	/
6 Omnibus Sworn Statement	/	/	/	/	/
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	/

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.: _____

Email Address: _____

Position: _____
Signature over Printed Name of Representative: _____

Date: _____

