



UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 11-13-24  
NOV 19 2024 [Stamp]  
UPLB-RQ-11-468-24-0003  
DEADLINE FOR SUBMISSION

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

Date: OCTOBER 11, 2024  
Fund Code: 9390131  
MOP: Small Value Procurement (Sec.53.9)  
Contact No: 09456646703  
Contact Person: Melvin Eduardo C. Dacanay

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: \_\_\_\_\_

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 how 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	Package 1: AM & PM Snacks (packed) AM: Egg Sandwich and 350ml Bottled Water) PM: Baked Mac and 350ml Bottled Water); Lunch (Chicken Afritada, Rice and 350ml Bottled Water). For in-house CHE Curriculum Workshop (Dec 02, 2024)	pax	80	340.00	PHP 27,200.00				
2		Dinner (Assisted buffet): (Rice, Chicken Adobo, In-Season Fruits, Cucumber Lemon Juice). Food for CHE Thanks Giving Celebration December 10, 2024	pax	148	PHP 450.00	PHP 66,600.00				
					TOTAL ABC:	93,800.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]  
Eljohn D. Batas  
BAC TWG

[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 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 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 interlineations, 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
Mayor's/Business Permit	/	/	/	/	/
1 PhilGEPS Registration Number	/	/	/	/	/
2 Professional license/ CV (consulting services)	/	/	/	/	/
3 PCAB License (for Infrastructure)	/	/	/	/	/
4 Income / Business tax returns (except for government agencies as lessor)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
5 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K
6 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S ABOVE

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: \_\_\_\_\_

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

Date: \_\_\_\_\_

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