



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

Request for Quotation/ Bid Form (Technical Specifications)
OVCPD

UPLB BAC SECRETARIAT
BY: JS DATE: 02-19-25
FEB 24 2025 10am
UPLB-RQ-02-048-25-Goods
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: February 13, 2025
Fund Code: 8273500
MOP: SM
Contact No: jalcantara2@up.edu.ph
Contact Person: Joanne S. Alcantara

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

PMJ 2025-02-03429

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
- 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
- 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: _____

116th UPLB Foundation Day

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	Physical Arrangement and Decorations (OVCPD) - Packed Meals Lunch: consists of hefty portion of rice, chicken or pork, vegetable and bottled water drink (atleast 300ml) ;UPMO+ RGDO+ ANNEX; March 3, 2025	pax	42	180.00	7,560.00				
2		Physical Arrangement and Decorations (OVCPD) - Packed Meals Lunch: Consists of hefty portion of rice, chicken or pork, vegetable and fruit juice (atleast 240ml) ; UPMO + RGDO+ ANNEX, March 4, 2025 (Ingress)	pax	104	180.00	18,720.00				
3		Physical Arrangement and Decorations(OVCPD)- Packed Meals, Lunch: Consists of hefty portion of rice, chicken or pork, mixed vegetables and bottled soda (atleast 300ml) ;UPMO+ RGDO+ ITC+ ANNEX : March 5, 2025 (continuous work at Baker Hall)	pax	135	180.00	24,300.00				
4		Physical Arrangement and Decorations (OVCPD) - Packed Meals, Lunch: Consists of hefty portion of rice, chicken or pork, vegetables, bottled fruit juice (atleast 240ml) UPMO, March 6, 2025 (event day, stand by technicians)	pax	119	180.00	21,420.00				
5		Physical Arrangement and Decorations (OVCPD) - Packed Meals, Lunch: Consists of hefty portion of rice, chicken or pork, mixed vegetables and bottled soda (atleast 300ml) UPMO + RGDO March 10 , 2025 (Egress)	pax	51	180.00	9,180.00				
6		Physical Arrangement and Decorations (OVCPD) - Packed Meals, Lunch: Consists of hefty portion of rice, chicken or pork, vegetable and bottled water drink (atleast 300ml) UPMO + RGDO March 11 , 2025 (Egress)	pax	36	180.00	6,480.00				

7	Physical Arrangement and Decorations (OVCPD)- Packed Meals, breakfast: consists of Tapsilog or Hotsilog, bottled fruit drink (atleast 300mL). RGDO: Preparation of Baker Hall, Decorations, Tech run and rehearsal, Ingress of Caterer, March 6, 2025	pax	3	150.00	450.00				
Note: Bidders for catering services should have a canteen inside the campus.									
TOTAL ABC					88,110.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

Janina C. Angeles
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.

J. Alcantara
Joanne S. Alcantara
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	Negotiated Procurement	Negotiated Procurement - Scientific, Scholarly or	Negotiated Procurement
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			FOR ABC'S
7 NFCC for Infrastructure with ABC above		/			FOR ABC'S

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: _____

Position: _____

Email Address: _____

Date: _____