



UNIVERSITY OF THE PHILIPPINES BAGUIO
 Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007
 Telefax No.: (074) 442-3484
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Request for Quotation
PROCUREMENT PROJECT: Catering Services for the Year-End Holidays
PR No. 15395
Approved Budget for the Contract: ₱ 96,000.00

Date: November 24, 2021
 RFQ No.: 2331
 MOP: NP - Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00).
3. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph NOT LATER THAN 12:00 NN on 1 December 2021.
4. Failure to follow these instructions will disqualify your entire quotation.
5. PAYMENT: within 30 days from completion and acceptance of delivery.

Please quote at your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The statement below shall be the basis for the evaluation and calculation of your quotation.

RODOLFO T. SUYAT, JR.
 Chief, Supply & Property Management Office

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
	PROCUREMENT PROJECT: Catering Services for the Year-End Holidays								
1	Supply and Delivery of Packed Lunch consisting of the following viands:			pack	300	₱ 320.00	₱ 96,000.00		
	One (1) Pork or Beef viand (please indicate menu option/s)								
	One (1) Fish viand (please indicate menu option/s)								
	One (1) Vegetable viand (please indicate menu option/s)								
	One (1) Dessert (please indicate menu option/s)								
	One (1) Non-Alcoholic Drink (please indicate menu option/s)								
	Delivery Date: 15 December 2021, not later than 11:30 am								
	Please use biodegradable packaging/ recyclable (if possible, Bento style packaging)								
	* Bid is subject to Ocular Inspection and Food Sampling								
	Suppliers to indicate the following details to their bid:								
	Delivery Period:								
	Price Validity:								
TOTAL:							₱ 96,000.00		
TOTAL QUOTED AMOUNT IN WORDS:									

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____
 Signature: _____ Date: _____