



UNIVERSITY OF THE PHILIPPINES BAGUIO
 Governor Pack Road, Baguio City, Benguet, CAR
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 Telefax No.: (074) 442-3484
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Request for Quotation
PROCUREMENT PROJECT: Catering Services for various CSS Activities
PR No. 13957
Approved Budget for the Contract: Php 234,600.00

Date: March 04, 2021
 RFQ No.: 2021.03.006
 MOP: 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 09 March 2021.
4. Failure to follow these instructions will disqualify your entire quotation.

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.

IRENEO ENRIQUEZ
 Chief, SPMO

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 various CSS Activities								
1	Meals for CSS GE Comm meetings @ P100.00/pax within the period of Mar-June 2021; 5-meetings; 6-pax/meeting			persons	30	P 100.00	P 3,000.00		
2	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period Mar-June, 2021; 11pax/meeting; 4-meetings			persons	44	P 175.00	P 7,700.00		
3	Meals for Thesis/Seminar Presentation @ P100.00/pax within the period of March-June; 20pax; 3-presentation			persons	60	P 100.00	P 6,000.00		
4	Meals for MASDS students' orientation @ P100.00/pax within the period of Mar-June 2021;			persons	15	P 100.00	P 1,500.00		
5	Meals for Thesis/Seminar Presentation @ P100.00/pax within the period of September-December 2021; 20pax; 3-presentation			persons	60	P 100.00	P 6,000.00		
6	Meals for CSS GE Comm meetings @ P100.00/pax within the period of Mar-June 2021; 5-meetings; 6-pax/meeting			persons	30	P 100.00	P 3,000.00		
7	Meals for MASDS students' orientation @ P100.00/pax within the period of Mar-June 2021;			persons	15	P 100.00	P 1,500.00		
8	Meals for CSS GE Comm meetings @ P100.00/pax within the period of July-December 2021; 5-meetings; 6-pax/meeting			persons	30	P 100.00	P 3,000.00		
9	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period July-December 2021; 11pax/meeting; 4-meetings			persons	44	P 175.00	P 7,700.00		
10	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period July-December 2021; 12pax/meeting; 5-meetings			persons	60	P 175.00	P 10,500.00		
11	Meals and Snacks(AM or PM)-half day; for CSS SDS Graduate Faculty meetings @P175.00/pax for the period Mar-June, 2021; 20pax/meeting; 4-meetings			persons	80	P 175.00	P 14,000.00		
12	Meals and Snacks(AM or PM)-half day; for CSS SDS Graduate Faculty meetings @P175.00/pax for the period July-December 2021; 20pax/meeting; 4-meetings			persons	80	P 175.00	P 14,000.00		
13	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period Mar-June, 2021; 12pax/meeting; 5-meetings			persons	60	P 175.00	P 10,500.00		
14	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period July-December 2021; 3pax/meeting; 7-meetings			persons	21	P 175.00	P 3,675.00		
15	Meals and Snacks(AM or PM)-half day; for CSS regular meetings @P175.00/pax for the period Mar-June 2021; 3pax/meeting; 7-meetings			persons	21	P 175.00	P 3,675.00		
16	Meals and Snacks(AM or PM)-half day; for CSS Faculty meetings @P175.00/pax for the period May-December 2021; 30pax/meeting; 3-meetings			persons	90	P 175.00	P 15,750.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (P.A. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
17	Meals and Snacks(AM or PM)-half day; for CSS DAPC/MASDS meetings @P175.00/pax for the period March-June2021; 5pax/meeting; 10-meetings			persons	50	P 175.00	P 8,750.00		
18	Meals and Snacks(AM or PM)-half day; for CSS DAPC/MASDS meetings @P175.00/pax for the period July-December 2021; 5pax/meeting; 10-meetings			persons	50	P 175.00	P 8,750.00		
19	Meals and Snacks(AM or PM)-half day; for CSS CEB/Department meetings @P175.00/pax for the period March-June2021; 6pax/meeting; 7-meetings			persons	42	P 175.00	P 7,350.00		
20	Meals and Snacks(AM or PM)-half day; for CSS CEB/Department meetings @P175.00/pax for the period July-December 2021; 6pax/meeting; 7-meetings			persons	42	P 175.00	P 7,350.00		
21	Meals and Snacks(AM or PM)-half day; for CSS SSREI/Compre Committee meetings @P175.00/pax for the period March-June2021; 8pax/meeting; 5-meetings			persons	40	P 175.00	P 7,000.00		
22	Meals and Snacks(AM or PM)-half day; for CSS SSREI/Compre Committee meetings @P175.00/pax for the period July-December 2021; 8pax/meeting; 5-meetings			persons	40	P 175.00	P 7,000.00		
23	Meals and Snacks (AM & PM) for Registration Meeting (OCS) @P250.00/pax for the month of August 2021; 35pax; 1-meeting			persons	35	P 250.00	P 8,750.00		
24	Snacks (AM or PM) for Freshmen Orientation @P35.00/pax for the period March-October 2021; 35pax; 2-session			persons	70	P 35.00	P 2,450.00		
25	Snacks (AM or PM) for Freshmen Orientation @P35.00/pax for the period March-October 2021; 60pax; 2-session			persons	120	P 35.00	P 4,200.00		
26	Meals and Snacks (AM & PM) for CSS Webinars @P250.00/pax for the period March-June 2021; 6pax; 20-sessions			persons	120	P 250.00	P 30,000.00		
27	Meals and Snacks (AM & PM) for CSS Webinars @P250.00/pax for the period July-December 2021; 6pax; 21-sessions			persons	126	P 250.00	P 31,500.00		
Conditions:									
1. Offered menu must be submitted with this bid form									
2. Both Lunch and Snacks includes drinks									
3. Venue: CSS Building									
4. Delivery Time:									
AM Snacks and Lunch - not later than 11:30 AM									
PM Snacks - not later than 3:00 PM									
5. Payment will be based on the actual number of meetings per month									
* Payment: in cheque form payable to supplier 20 days after delivery of service every month.									
Suppliers to indicate the following details to their bid:									
Price Validity:									
TOTAL:							P 834,600.00		
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: _____