UNIVERSITY OF THE PHILIPPINES
BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: **000-864-006-00007**

REQUEST FOR QUOTATION
Supply and Property Management Office

Date: August 11, 2022
RFQ No.: 2022.08.022 PR No. : 17232, 17292, 17236
MOP: NP - Small Value Procurement

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery and submit your Quotation duly signed by your representative *not later than 8:00 am, 15 August 2022* in the return envelope attached herewith.

Note:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 5 calendar day/s.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. 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).**
6. 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 *bdlumague@up.edu.ph, cc: spmo.upbaguio@up.edu.ph.*
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Catering Services for the 1st Sem Registration on 16-22 August 2022

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	College of Social Sciences								
1	Meals and snacks (morning and afternoon snacks) for 16-18 August 2022 for 12 persons	persons	36			₱ 300.00	₱ 10,800.00		
2	Meals and snacks (morning and afternoon snacks) for 19 August 2022 for 7 persons	persons	7			₱ 300.00	₱ 2,100.00		
3	Meals and snacks (morning and afternoon snacks) for 22 August 2022 for 5 persons	persons	5			₱ 300.00	₱ 1,500.00		
	Office of the University Registrar								
4	Meals and snacks (morning and afternoon snacks) for 16 - 22 August 2022 for 19 persons	persons	95			₱ 300.00	₱ 28,500.00		
	College of Arts and Communication								
5	Meals and snacks (morning and afternoon snacks) for 16 - 22 August 2022 for 10 persons	persons	50			₱ 500.00	₱ 25,000.00		
	Suppliers to indicate the following details to their bid:								
	Price Validity:								
	Delivery Term:								
						TOTAL:	**₱ 67,900.00**		

TOTAL QUOTED AMOUNT IN WORDS:

RODOLFO T. SUYAT, JR.
ADMINISTRATIVE OFFICER III

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

Name of the Company: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____