

**UNIVERSITY OF THE PHILIPPINES BAGUIO**Governor Pack Road, Baguio City, Benguet, CAR
SPMO, telefax: 074 442 3484 / 074 446 9973**REQUEST FOR QUOTATION (RFQ)****PROCUREMENT PROJECT: PROCURMENT OF MEALS AND SNACKS FOR VARIOUS OFFICES (SEM 2 REGISTRATION PERIOD)****P.R. NO. 13917, 13919, 13928, 13818****Approved Budget for the Contract: PhP 67,500.00**Date: January 23, 2021
RFQ No.: 1912
MOP: AMP - SVP**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest **BUSINESS/MAYOR'S PERMIT, PhilGEPS REGISTRATION, OMNIBUS SWORN STATEMENT (per attached form)**
3. Failure to comply with any of the technical specifications will disqualify the quotation.
4. Submit your quotation at Supply and Property Management Office (SPMO) University of the Philippines Baguio, Governor Pack Road, Baguio City, OR you may email your quotation to spmo.upbaguio@up.edu.ph **NOT LATER THAN 8:00 a.m. on 27 JANUARY 2021.**
5. Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (INCLUDING VAT) on the item/s listed below. The information stated below shall be the basis for the evaluation and calculation of your quotation.

IRENE J. ENRIQUEZ (sgd.)

Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	SUPPLY AND DELIVERY OF MEALS (LUNCH) AND SNACKS (MORNING and AFTERNOON) for the conduct of UP Baguio SEM 2 General Registration from February 5, 8,9,10 and 11, 2021			LOT	1	67,500.00	67,500.00		
DETAILS:									
	venue: College of Science - 23 persons for 5 days				28,750.00				
	venue: College of Arts and Communications - 12 persons for 5 days				15,000.00				
	venue: Office of the University Registrar - 10 persons for 5 days				12,500.00				
	venue: College of Social Sciences - 15 persons for 3 days only				11,250.00				
CONDITIONS:									
	1. Offered menu per day for the duration must be submitted with this bid form								
	2. both lunch and snacks include drinks								
	3. DELIVERY TIME:								
	morning snack = not later the 10:00a.m.								
	lunch = not later the 11:45a.m.								
	afternoon snack = not later the 3:00p.m.								
	PAYMENT TERM: 20 days after completion of project and submission of billing statement								
						TOTAL:	67,500.00		
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: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____