



**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: May 30, 2022
 RFQ No.: 2557 PR No.: 16618, 16617, 16664
 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, June 3, 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 4 calendar days.
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; spmouphbaguio@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 UP Baguio's various activities

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Meals and Snacks (AM Snacks, Lunch, PM Snacks, Dinner) for the CSS Workshop on Self Assessment Report (SAR) of the BASS Program on June 29, 2022	persons	36			₱ 600.00	₱ 21,600.00		
2	Meals and Snacks (AM Snacks, Lunch, PM Snacks, Dinner) for the CSS Workshop on Self Assessment Report (SAR) of the BASS Program on June 30, 2022	persons	36			₱ 600.00	₱ 21,600.00		
3	Lunch for Administrative Staff (SPMO and Budget Office) on 9 June 2022	persons	16			₱ 350.00	₱ 5,600.00		
4	Lunch for Administrative Staff (Accounting and cash Offices) on 10 June 2022	persons	20			₱ 350.00	₱ 7,000.00		
	Suppliers to indicate the following details to their bid:								
	Price Validity:								
	Delivery Term:								
TOTAL:							₱ 55,800.00		
TOTAL QUOTED AMOUNT IN WORDS:									

RODOLFO S. MAT, 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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____ Date: _____
 Signature: _____