

## UNIVERSITY OF THE PHILIPPINES BAGUIO

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

## REQUEST FOR QUOTATION Office of the Chancellor

Date:

November 11, 2022

RFQ No.:

2765

17650

MOP:

NP - Small Value Procurement

PR No.:

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 5:00 pm, November 15. 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 1 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, Income/ Business Tax Return (for ABCs above Php 500,000.00), Notarized Omnibus Sworn Statement (for ABCs above Php 50,000.00).
- 6. Submit your quotation at <u>SUPPLY AND PROPERTY MANAGEMENT OFFICE</u>, <u>UNIVERSITY OF THE PHILIPPINES BAGUIO</u>, <u>GOVERNOR PACK ROAD</u>, <u>BAGUIO CITY</u> or you could email your quotation to <u>bdlumague@up.edu.ph</u>, <u>cc:</u> <u>spmo.upbaguio@up.edu.ph</u>.
- 7. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
- 8. Failure to follow these instructions will disqualify your entire quotation.

## Others:

Meals for officials from other CUs. UPB officials and other guests for the Investiture of UPB Chancellor on 2 December 2022

| ITEM<br>NO. | GENERAL DESCRIPTION   | UOM | QTY   | Compliance with technical specifications (Pls. check) |    | UNIT PRICE   | TOTAL<br>PRICE | QUOTED<br>UNIT PRICE | TOTAL QUOTED PRICE |
|-------------|---|-----|-------|---|----|--------------|----------------|----------------------|--------------------|
|             |   |     |       | YES   | NO |              | 7.502          |                      |                    |
| 1           | Catering for Lunch for UP System Officials,<br>Government officials, Administrators,<br>Stakeholders, VIPs and other guests of the<br>University during the Chancellor's<br>Investiture Ceremony on 02 December<br>2022; good for 120 pax | lot | 1     |   |    | P 170,000.00 | P 170,000.00   |                      |                    |
|             | Inclusions for the activity:  Complete set-up - buffet tables, chairs, tables, white cloth napkins, cutlery, water goblets, high ball glass wide selection of linens  |     |       |   |    |              |                |                      |                    |
|             | Buffet tags with service water  |     | 7 100 |   |    |              |                |                      |                    |
|             | waiters to assist<br>Note: Please attach/ submit menu   |     |       |   |    |              |                |                      |                    |
|             | Suppliers to indicate the following details to their bid:   |     |       |   |    |              |                |                      |                    |
|             | Price Validity:   |     |       |   |    |              |                |                      |                    |
|             | Delivery Term:  |     |       |   |    |              |                |                      |                    |
|             |   |     |       |   |    | TOTAL:       | ₱ 170,000.00   |                      |                    |
| OTA         | L QUOTED AMOUNT IN WORDS:   |     |       |   |    |              |                |                      |                    |
|             |   |     |       |   |    |              |                |                      |                    |
|             |   |     |       |   |    |              |                |                      |                    |

JAMES BENEDICT E. BAGSIC

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: | Tel. No. : Fax No. :   |  |
|-------------------------------|--|--|
| Name of Representative:       | Email Address:   |  |
| Position:                     | Date:  |  |
| Signature:                    | age to the contract of the con |  |