



**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 21, 2022
RFQ No.: 2982 PR No. : 18253
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 **28 November 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, Notarized 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 mpbanganio@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 Community Lunch

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
				YES	NO					
	Catering Services for the Community Lunch on 19 December 2022									
1	Meals for the Community Lunch: A. Menu - Packed Lunch (with disposable spoon and fork) - 1 Rice - 2 Viand - Chicken/Fish - Pork - Salad - Beverages (Bottled) - Appetizer (i.e Chips, Mixed Nuts) B. Set-up - 30 pcs. Table Cloth - Rectangular - Bright & Color Palette Combination - Small Flower Arrangement per table - Food Station with Service Staff	pax	330			₱ 320.00	₱ 105,600.00			
	Suppliers to indicate the following details to their bid:									
	<i>Price Validity:</i>									
	<i>Delivery Term:</i>									
TOTAL:							₱ 105,600.00			
TOTAL QUOTED AMOUNT IN WORDS:										

JAMES BENEDICT E. BAGSIC
OIC, SPMO

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:	_____		_____