



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR

VAT Reg. TIN: 000-864-006-00007

Telephone No. 074.442.3484

Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: pm snacks of staff and volunteers for EDUKaravan sa Springhills

Purchase Request No.: 18890

Approved Budget for the Contract: Php 78,000.00

Date: 22 February, 2023

RFQ No.: 2877 for PR#18890

MOP: NP-SVP

INSTRUCTIONS:

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement and as follows;
 - For Corporate Managed Companies, please attach Secretary's Certificate and/ or Board Resolution
 - For Sole Proprietorship, please attach Special Power of Attorney
- Failure to comply with any of the Technical Specifications will disqualify the quotation.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph NOT LATER THAN 8:00 AM on 27 February, 2023.
- Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA (sgd)

Head, 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	pm snacks for staff and volunteers on 27 February 2023			pc	40	150.00	6,000.00		
2	pm snacks for staff and volunteers on 6 March 2023			pc	40	150.00	6,000.00		
3	pm snacks for staff and volunteers on 13 March 2023			pc	40	150.00	6,000.00		
4	pm snacks for staff and volunteers on 20 March 2023			pc	40	150.00	6,000.00		
5	pm snacks for staff and volunteers on 27 March 2023			pc	40	150.00	6,000.00		
6	pm snacks for staff and volunteers on 3 April 2023			pc	40	150.00	6,000.00		
7	pm snacks for staff and volunteers on 17 April 2023			pc	40	150.00	6,000.00		
8	pm snacks for staff and volunteers on 24 April 2023			pc	40	150.00	6,000.00		
9	pm snacks for staff and volunteers on 8 May 2023			pc	40	150.00	6,000.00		

10	pm snacks for staff and volunteers on 15 May 2023			pc	40	150.00	6,000.00		
11	pm snacks for staff and volunteers on 22 May 2023			pc	40	150.00	6,000.00		
12	pm snacks for staff and volunteers on 29 May 2023			pc	40	150.00	6,000.00		
13	pm snacks for staff and volunteers on 5 June 2023			pc	40	150.00	6,000.00		
SPECIAL CONDITIONS									
Snacks must have (pasta/ sweet desserts) plus (bread/ rice cakes) plus (drinks). Please see below proposed snacks combination;									
1. 'Pasta, e.g. spaghetti, carbonara, pesto, etc. OR Pancit, e.g. canton, miki, palabok, etc. OR Sweet desserts, e.g. ginataang bilo-bilo, ginataang mais, etc. 2. Bread, e.g. toasted bread, cinnamon bread OR Sandwich, e.g. egg and mayonnaise sandwich OR Kakanin, e.g. puto, kutsinta, etc. 3. Drinks, e.g. pineapple juice, iced tea, chocolate drink, etc. *Considerations: No peanuts, No crustaceans, No MSG									
Please attach proposed menu with price list.									
- Nothing Follows -									
TOTAL: 78,000.00							BID TOTAL:		
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: _____