



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

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

**REQUEST FOR QUOTATION
College of Science**

PROCUREMENT PROJECT: Catering Services for the College-based Meetings and DPS AUN-QA Workshop Meetings for the period April-May 2023

Purchase Request no.: 19200, 19238

Approved Budget of the Contract: Php 103,500.00

Date: 28 March 2023
RFQ No.: 2942
MOP: NP - Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number**
Additional Documentary Requirements for **ABCs above Php 50,000.00:**
2a. For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.
2b. For **Sole Proprietorship:** A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
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. 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 **spmo.upbaguio@up.edu.ph, cc: bac.upbaguio@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 8:00 AM on 3 April 2023.**
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
7. Failure to follow these instructions will disqualify your entire quotation.

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. The information indicated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA
MARY ANNE R. RIVERA
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	PROCUREMENT PROJECT: Catering Services for the College-based Meetings and DPS AUN-QA Workshop Meetings for the period April-May 2023								
1	Catering Services (Packed Meals) for the College-based Meetings (CAPC/ CEB/ CAPC/ Department) for the period April to May 2023 for 220 persons @375.00 per head (Snacks: 125.00 per person; Lunch: 250.00 per person) -Packed Meals (1 snack and 1 Lunch) -Use of reusable take out boxes, wooden spoon and fork Snacks: -choice of pasta, noodles or sandwiches or equivalent and drinks Lunch: -Consist of 1 meat or fish with vegetables, dessert od fruits and drinks) Mode of Payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier will be informed 2-3 days prior to the meeting	lot	1			₱ 82,500.00	₱ 82,500.00		

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
				YES	NO					
2	Catering Services for the DPS AUN-Qa Workshop Meeting every Thursday starting April 13- May 25, 2023 @375/person x 7 meetings x 8 persons per meeting -Packed Meals (1 snack and 1 Lunch) -Use of reusable take out boxes, wooden spoon and fork Snacks: -choice of pasta, noodles or sandwiches or equivalent Lunch: -Choice of 1 meat or fish with vegetables, fruits or dessert -to include beverages for both meals Payment shall be billed and paid monthly based on the actual number of persons who attended the workshop	lot	1			₱ 21,000.00	₱ 21,000.00			
	Suppliers to indicate the following details to their bid:									
	<i>Delivery Term:</i>									
	<i>Warranty (if applicable):</i>									
TOTAL:							₱ 103,500.00			
TOTAL QUOTED AMOUNT IN WORDS:										

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:	_____		_____