



**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 Vice Chancellor for Administration**

PROCUREMENT PROJECT: Catering Services for various OVCA and Committee Meetings (OVCA Proper, CU HRMP SB, HRDC, PMT, PRAISE, CTRC, Housing, CART, FPOC) for the period April to June 2023
Purchase Request no.: 19302

Approved Budget of the Contract: Php 75,000.00

Date: 4 April 2023
RFQ No.: 2946
MOP: NP - Small Value Procurement

INSTRUCTIONS:

- Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
- 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.
- 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.
- 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 13 April 2023.**
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
- 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 various OVCA and Committee Meetings (OVCA Proper, CU HRMP SB, HRDC, PMT, PRAISE, CTRC, Housing, CART, FPOC) for the period April to June 2023								
1	Catering Services for various OVCA and Committee Meetings (OVCA Proper, CU HRMP SB, HRDC, PMT, PRAISE, CTRC, Housing, CART, FPOC) for the period April to June 2023 for 200 pax at PHP 375.00 per pax	lot	1			₱ 75,000.00	₱ 75,000.00		
	Additional Specifications:								
	Offered menu must be submitted with the bid form.								
	Packed meals (1 snack and 1 lunch) good for 240 persons for the duration of the contract.								
	Use of paper cups, wooden spoon & fork and reusable take out boxes								
	Snack consists of at least pasta, noodles or sandwiches with drinks								
	Lunch consists of at least one meat or fish and vegetables, generous serving of rice & dessert with drinks								
	MODE OF PAYMENT:								
	Bid Price shall be inclusive of all taxes and charges								
	No downpayment will be made								
	Payment shall be billed and paid monthly								
	Payment will be based on the actual number of persons on the specific activity								
	ADDITIONAL CONDITIONS:								
	Delivery of snacks not later than 9:30 am and meals not later than 11:30 am								
	Supplier will be informed on the following 2-3 days before the activity:								
	-room/ hall where will the food be delivered								
	-date of delivery								
	-guaranteed number of person per activity								

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				YES	NO				
	Suppliers to indicate the following details to their bid:								
	Delivery Term:								
	Warranty (if applicable):								
TOTAL:							₱ 75,000.00		
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: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____