



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

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

**REQUEST FOR QUOTATION
Supply and Property Management Office**

PROCUREMENT PROJECT: Various Catering Services for the College of Science and College of Social Sciences
Purchase Request no.: 19414 (CS), 19402 (CSS), 19443 (CSS), 19396 (CSS)
Approved Budget of the Contract: Php 92,850.00

Date: 25 April 2023
RFQ No.: 2995
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:**
 - For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.
 - 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 **mpberganio@up.edu.ph cc: spmo.upbagulo@up.edu.ph, bac.upbagulo@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 2 May 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 (Pis. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	PROCUREMENT PROJECT: Various Catering Services for the College of Science and College of Social Sciences								
1	Catering Services (Buffet Style) for the Biology Department AUN-QA Workshop/Meeting on May 15, 2023@500/pax for 25pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax) Food: For Snacks: choice of pasta, noodles & sandwiches/bread or pastries w/ drinks For Lunch: consists of 1 meat dish (either chicken, fish, pork & beef) 1 soup-based dish vegetables, dessert or fruits & drinks Mode of Payment: Bid Price shall be inclusive of all taxes & charges Payment shall be billed & paid monthly based on the actual number of persons attended the meeting Supplier will be informed 2-3 days prior to the meeting	lot	1			₱ 12,500.00	₱ 12,500.00		

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				YES	NO				
2	<p>Catering Services (Buffet Type) for the Biology Department AUN-QA Workshop/Meeting on July 17, 2023 @500.00/pax for 25pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax)</p> <p>Food: For Snacks: choice of pasta, noodles & sandwiches/bread or pastries w/ drinks For Lunch: consists of 1 meat dish (either chicken, fish, pork & beef) 1 soup-based dish vegetables, dessert or fruits & drinks</p> <p>Mode of Payment: Bid Price shall be inclusive of all taxes & charges Payment shall be billed & paid monthly based on the actual number of persons attended the meeting Supplier will be informed 2-3 days prior to the meeting</p>	lot	1			₱ 12,500.00	₱ 12,500.00		
3	<p>Catering Services (Buffet Type) for the Biology Department AUN-QA Workshop/Meeting on June 5, 2023 @500.00/pax for 25pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax)</p> <p>Food: For Snacks: choice of pasta, noodles & sandwiches/bread or pastries w/ drinks For Lunch: consists of 1 meat dish (either chicken, fish, pork & beef) 1 soup-based dish vegetables, dessert or fruits & drinks</p> <p>Mode of Payment: Bid Price shall be inclusive of all taxes & charges Payment shall be billed & paid monthly based on the actual number of persons attended the meeting Supplier will be informed 2-3 days prior to the meeting</p>	lot	1			₱ 12,500.00	₱ 12,500.00		
4	<p>Snacks (Puto pao and Camote Fries) with overflowing coffee for the DASP Sociology Talks on May 17, 2023 at Php 40.00/pax, 60 pax No plastic utensils</p>	pax	60			₱ 40.00	₱ 2,400.00		
5	<p>AM Snacks (Burger with lettuce & tomato, camote fries, juice) for the DASP FGD meeting on May 29, 2023, at P 125.00/pax, 15 pax</p>	pax	15			₱ 125.00	₱ 1,875.00		
6	<p>PM Snacks (Red Sauce Pasta, toasted garlic bread, overflowing coffee) for the DASP FGD Meeting on May 29, 2023, at P 125.00/pax, 15 pax</p>	pax	15			₱ 125.00	₱ 1,875.00		
7	<p>Snacks with Coffee - 4pcs assorted freshly baked snacks/pax (AM snacks 48pax @ 100.00); (PM snacks 48 pax @ 100.00) for May 25, 2023</p>	pax	96			₱ 100.00	₱ 9,600.00		

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				YES	NO				
8	Lunch; 1 vegetable; 1 fish; 1 chicken/pork/beef; dessert (Leche flan); water; fresh calamansi juice (May 25,2023) - assisted buffet	pax	60			₱ 250.00	₱ 15,000.00		
9	Snacks with Coffee - 4pcs assorted freshly baked snacks/pax (AM snacks 48pax @ 100.00); (PM snacks 48 pax @ 100.00) for May 26,2023	pax	96			₱ 100.00	₱ 9,600.00		
10	Lunch 1 vegetable; 1 fish; 1 chicken/pork/beef; dessert (buko pandan); water; fresh calamansi juice (May 26,2023) - assisted buffet	pax	60			₱ 250.00	₱ 15,000.00		
	Suppliers to indicate the following details to their bid:								
	<i>Offered menu:</i>								
TOTAL:							₱ 92,850.00		
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: _____	_____