

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 Academic Affairs

PROCUREMENT PROJECT: Catering Services for the DOST Program/ Project Team Meetings for the perios 22 May 2023-21 July 2023 (DOST MULAT-BLISTT)

Purchase Request no.: 19493

Approved Budget of the Contract: Php 20,000.00

Date:	

4 May 2023

RFQ No.:

3014

NP - Small Value Procurement

INSTRUCTIONS:

- 1. Accomplish this RFQ correcttly and properly. All entries must be typewritten and/ or legibly handwritten.
- 2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhiliGEPS 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 mpberganlo@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 10 May 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

Compliance with ITEM TOTAL QUOTED UNIT TOTAL QUOTED GENERAL DESCRIPTION UOM QTY fications (Pls. UNIT PRICE NO. PRICE NO PROCUREMENT PROJECT: Catering Services for the DOST Program/ Project Team Meetings for the perios 22 May 2023- 21 July 2023 (DOST MULAT-BLISTT) Catering Services(Packed Meals)for the DOST Program/Project Team Meetings for 76 pax accumulated for the period 22 May-21 July 2023 @375.00/pax (Snacks-P 125.00/pax; Lunch-P 250.00/pax) Use of paper cups, wooden spoon & fork, reusable takeout box Snacks-choice of pasta/ noodles/sandwhiches & drinks Lunch-consists of 1 meat or fish & vegetables, dessert or fruits & drinks 1 28,500.00 lot **28,500,00** Mode of Payment: Bid Price shall be inclusive of all taxes & charges Payment shall be bilied & paid per billing period based on the actual no. of persons attended the meeting Billing Period: 22 May - 21 June 2023 (1st Month) Billing period: 22 June - 21 July 2023 (2nd Month) Supplier will be informed 3 days prior to the meeting Suppliers to indicate the following details to their bid: Offered menu: TOTAL: **7** 28,500.00 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: Address:	Tel. No. : Fax No. :	
Name of Representative:	 Email Address:	
Position:	 Date:	
Signature:		