



**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: Catering Services for the College of Social Sciences, Human Kinetics Program and Bids and Awards Committee

Purchase Request no.: 19747, 19715, 19726
Approved Budget of the Contract: Php 100,500.00

Date: 2 June 2023
RFQ No.: 3098
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, Notarized Omnibus Sworn Statement (ABCs above Php 50,000.00)
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 mpberganio@up.edu.ph cc: spmo.upbaguio@up.edu.ph, bac.upbaguio@up.edu.ph with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 9 June 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
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 of Social Sciences, Human Kinetics Program and Bids and Awards Committee								
1	Catering Services for Faculty Meeting on 23 June 2023 for 45pax ; AM and PM snacks with overflowing coffee; Lunch (1 vegetable, 1 fish, 1 chicken/pork/beef, dessert (assorted fruits), water, fresh juice	lot	1			₱ 22,500.00	₱ 22,500.00		
2	Catering Services (Packed Meals) for the HKP Meetings for a total of 28 pax accumulated for the period June to September 2023 @375.00/pax (Snacks - P 125.00/pax; Lunch - P 250.00/pax) -Use of wooden spoon&forks & reusable takeout boxes Snacks: Choice of pasta/noodles or sandwiches and drinks Lunch: consists of 1 meat or fish and vegetables, dessert or 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 must be informed 2-3 days prior to the meeting.	lot	1			₱ 10,500.00	₱ 10,500.00		
3	Supply & Delivery of Food (Catering Services) for Three (3) Months for BAC related activities for the period July - Sept 2023; The contract will be awarded as lot (ABC for snacks is P 125.00 per person; for lunch is P 250.00 per person);	lot	1			₱ 67,500.00	₱ 67,500.00		
	REQUIREMENT AND SCOPE OF WORK:								
	The contract will be awarded as lot (ABC for snacks is Php 125.00 per person; for lunch is Php 250.00 per person);								
	Offered menu must be submitted with the bid form.								
	Packed meals (1 snack and 1 lunch) good for 180 persons (accumulated) for the duration of the contract.								
	Do not use styrofoam, disposable cups and spoons & forks instead reusable take out boxes and the like.								

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				YES	NO				
					Snack consists of at least pasta, noodles, bread or its equivalent.				
	Lunch consists of at least one meat or fish and vegetables, generous serving of rice & dessert or its equivalent.								
	Both Snacks and Lunch includes beverages								
	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								
	Suppliers to indicate the following details to their bid:								
	Offered menu								
TOTAL:							₱ 100,500.00		
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:	_____		_____