



**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 Construction Management Meetings for June-December 2023 and College of Science Department of Biology Meetings for August and September 2023.

Purchase Request no.: 19682

Approved Budget of the Contract: Php 30,000.00

Date: 29 June 2023
RFQ No.: 3168
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 **mpberganlo@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 5 July 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 Construction Management Meetings for June-December 2023 and College of Science Department of Biology Meetings for August and September 2023.								
1	Catering Services (Packed Meals) for the Construction Management Uni for 80 pax accumulated for the months of July 2023 to December 2023 @ 375/pax (snacks-P125.00/pax; Lunch-P250.00/pax) Use of paper cups, 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.	pax	80			₱ 375.00	₱ 30,000.00		
2	Catering Services (Buffet Type) for the Biology Department Workshop/Meeting on August 14, 2023 @500.00/pax for 22pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax) Snacks: Choice of pasta/noodles or sandwiches/ breads or pastries with drinks Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, 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			₱ 11,000.00	₱ 11,000.00		

