



**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 University Registrar**

PROCUREMENT PROJECT: Catering Services for the 2023 UP Baguio Commencement Exercises during Preparations and Committee Meetings.

Purchase Request no.: 19936
Approved Budget of the Contract: Php 91,700.00

Date: 3 July 2023
RFQ No.: 3193
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.upbagulo@up.edu.ph, bac.upbagulo@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 8:00 AM on 7 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 2023 UP Baguio Commencement Exercises during Preparations and Committee Meetings.								
1	AM snacks for graduation, working committee, drivers, utility workers, ushers, security, DRRM, performers, and CMO during the baccalaureate on 18 July 2023 at BCC. Snacks: Choice of pasta/noodles or sandwiches with sides and bottled drink Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	129			₱ 100.00	₱ 12,900.00		
2	Dinner for graduation, working committee, drivers, utility workers, ushers, security, DRRM, and CMO after the graduation ceremony on 18 July 2023 at BCC. Dinner: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	79			₱ 200.00	₱ 15,800.00		
3	Lunch and AM snacks for graduation, working committee, drivers, utility workers and CMO during the preparation on 17 July 2023 at BCC. Snacks: Choice of pasta/noodles or sandwiches with sides and bottled drink Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	40			₱ 350.00	₱ 14,000.00		
4	Lunch for graduation, working committee, drivers, utility workers, ushers, security, DRRM, performers, ROTC, SRE's, and CMO after the baccalaureate on 18 July 2023 at BCC. Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	149			₱ 200.00	₱ 29,800.00		

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
5	Lunch, AM, and PM snacks for working committee and utility workers to prepare the flowers for the Commencement Exercises on 16 July 2023. Snacks: Choice of pasta/noodles or sandwiches with sides and bottled drink Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	4			₱ 400.00	₱ 1,600.00		
6	PM snacks during the post event meeting for graduation committee, working committee, CMO, and ushers on 21 July 2023. Snacks: Choice of pasta/noodles or sandwiches with sides and bottled drink Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	36			₱ 100.00	₱ 3,600.00		
7	PM snacks for graduation, working committee, drivers, utility workers, ushers, security, SREs, performers, ROTC, and CMO during the practice on 17 July 2023 at BCC. Snacks: Choice of pasta/noodles or sandwiches with sides and bottled drink Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, rice, dessert or fruits and bottled drink	pax	140			₱ 100.00	₱ 14,000.00		
	Suppliers to indicate the following details to their bid:								
	<i>Offered menu:</i>								
TOTAL:							₱ 91,700.00		
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: _____