

## UNIVERSITY OF THE PHILIPPINES BAGUIO

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## REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: CATERING SERVICE FOR MMT YEAR TRAINING Purchase request No.: 19956 Approved Budget for the Contract: P367,500.00

RFQ No.: MOP:

## INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Fermit, Philgeps Registration and Notarized Omnibus Sworn Statement for above P50,000.
   In Addition:
- Za. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
   Zb. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- 3. Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- 4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph, rmsabelo@up.edu.ph with RFQ No.3195 as part of the subject NOT LATER THAN 5:00 PM on 7 JULY, 2023.
- Price validty shall be for a period of 90 calendar days.
   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 government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Delle MARY ANNE R. RIVERA Head. SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		иом	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Catering service for the MMT Year Workshop on 19-22 July 2023 Good for 140 pax/day, to be served at the venue Controlled buffet for meals Must include free-flowing coffee and water all day  @ 600.00 on July 19-21 - Bfast, AM snacks, lunch. PM snacks @ 600.00 on July 22 - Bfast, lunch, dinner (Cultural Night) @ 225.00 on July 23 - Bfast, AM snacks only Please see attached menu.			lot	1	PHP 367,500.00	PHP 367,500.00		
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3	Contract Award: Per lot  - Delivery Period: On July 19-23, 2023  *** Nothing Follows***					TOTAL:	P 367,500.00		
TOTAL QU	OTED AMOUNT IN WORDS:								

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

1
ddress:
SECRECAL MATERIAL CONTRACTOR OF THE PROPERTY O





## Menu for MMT Webinars (July 19-23)



No. of pax

Participants: 104 pax

Staff (includes speakers): 26 pax

Guests: 10 Total: 140

	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Jul 19, 2023	Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options	Sandwich with drink choice of coffee or juice w/ halal and vegetarian options	Minimum of 3 viands with rice, drink, and dessert or fruits w/ halal and vegetarian options	Pancit or pasta dish with drink w/ halal and vegetarian options	
Jul 20, 2023	Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options	Pastry with drink choice of coffee or juice w/ halal options	Minimum of 3 viands with rice, drink, and dessert or fruits w/ halal and vegetarian options	Pasta or Pancit with drink w/ halal and vegetarian options	
Jul 21, 2023	Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options	Sandwich/Pancit with drink choice of coffee or juice w/ halal and	Minimum of 3 viands with rice, drink, and dessert or fruits w/ halal and vegetarian options	Pastry/Pasta with drink w/ halal and vegetarian options	
Jul 22, 2023	Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options		Minimum of 3 viands with rice, drink, and dessert or fruits w/ halal and vegetarian options		Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options
Jul 23, 2023	Minimum of 3 viands with rice, drink and dessert or fruits w/ halal and vegetarian options	Sandwich with drink choice of coffee or juice w/ halal and vegetarian options			

Note: As much as possible, please refrain from serving pork.