



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

REQUEST FOR QUOTATION

Date:	July 10, 2023
RFQ No.:	3218 PR#20060
MOP:	NP-SVP
SOF:	GF/CO

INSTRUCTIONS:

- Accomplish this RFQ correctly and properly.
- Bidder should attach a copy of the latest Business Permit and Philgeps Registration and Notarized Omnibus Sworn Statement (OSS).
In Addition:
2.a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution,
2.b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- Warranty shall be **six (6) months** for supplies and materials, **one (1) year** for equipment, from the date of acceptance of the Procuring Entity.
- Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph, cc: bac.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 8AM on 13 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 at your government price (including VAT) on the item/s listed below, and state the time within which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pis. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
	Catering services of PM snacks for the Exploratory Meeting with the UP Resilience Institute on the establishment of a Cultural Resilience Hub in UP Baguio on 13 July 2023 (@ Boardroom) Date: 13 July 2023 Time: 2:00 pm Venue: Chancellor's Boardroom Expected Participants: 20 Requirement: Packed snacks for PM snacks good for 20 pax; Snacks consist of at least pasta, noodles, bread or its equivalent			pax	20	150.00	3,000.00			
	Catering services for meals and snacks for the UPRI Training-Workshop for the Crafting of the UP Baguio Public Service Continuity Plan on 13 July 2023; inclusive of drinks and with overflowing coffee; Date: 13 July 2023 Time: 8:00 am to 5:00 pm Venue: CSS AVR Expected Participants: 50-60 Requirements: ABC for snacks is Php 125.00 per person; for lunch is Php 250.00 per person; Packed meals for am and pm snacks and lunch; Snacks consist of at least pasta, noodles, bread or its equivalent, and drinks; Lunch consists of atleast one meat or fish and vegetables with fruits/ dessert or its equivalent, and drinks; with overflowing coffee and water; Delivery of am snacks not later than 9:30 am; delivery of pm snacks not later than 2:30 pm; delivery of lunch not later than 11:30 am			pax	65	500.00	32,500.00			
	Catering services for meals and snacks for the UPRI Training-Workshop for the Crafting of the UP Baguio Public Service Continuity Plan on 14 July 2023; inclusive of drinks and with overflowing coffee; attached full specs Date: 13 July 2023 Time: 8:00 am to 5:00 pm Venue: CSS AVR Expected Participants: 50-60 Requirements: ABC for snacks is Php 125.00 per person; for lunch is Php 250.00 per person; Packed meals for am and pm snacks and lunch; Snacks consist of at least pasta, noodles, bread or its equivalent, and drinks; Lunch consists of atleast one meat or fish and vegetables with fruits/ dessert or its equivalent, and drinks; with overflowing coffee and water; Delivery of am snacks not later than 9:30 am; delivery of pm snacks not later than 2:30 pm; delivery of lunch not later than 11:30 am			pax	65	500.00	32,500.00			
	***Award is for one lot									
TOTAL:							₱ 68,000.00			
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: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____