



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR

VAT Reg. TIN: 000-864-006-00007

Telephone No. 074-442-3484

Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: CATERING SERVICE FOR CS-COLLEGE BASED MEETINGS

Purchase request No.: 20214

Approved Budget for the Contract: P 51,000.00

Date: 02 August, 2023
 RFO No.: 3297
 MOP: SMALL VALUE PROCUREMENT

INSTRUCTIONS:

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, Philgeps Registration Number and Notarized Omnibus Sworn Statement for above P50,000.
 In Addition:
 2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
 2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- 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. **3297** as part of the subject NOT LATER THAN **12:00 NN** on **7 AUGUST, 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 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.

MARY ANNE R. RIVERA
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	Catering Services (Packed Meals) for the College-based Meetings (CAPC/CEB/DAPC/Department/Committee) for a total of 136 pax accumulated for the period August to September 2023 @375.00/pax (Snacks - P 125.00/pax; Lunch - P 250.00/pax) -Use of paper cups, wooden spoon & fork & reusable take out boxes -Snacks (choice of pasta, noodles or sandwiches & drinks) -Lunch (consists of 1 meat or fish & vegetables, dessert or fruits & drinks) Mode of Payment: Bid Price shall be inclusive of all taxes and charges Payment shall be billed & paid monthly based on the actual number of persons attended the meeting -Supplier will be informed 2-3 days prior to the meeting			lot	1	PHP 51,000.00	PHP 51,000.00			
Contract Award: Per LOT - Delivery Period: On August - September 2023. *** Nothing Follows ***							TOTAL PRICE:	P 51,000.00	TOTAL AMOUNT QUOTED	
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: _____
 Signature: _____ Date: _____