



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 Telephone No. 074-442-3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: CATERING SERVICE FOR GENERAL REGISTRATION OF UP-BAGUIO
 Purchase request No.: 20186, 20129, 20259, 20229
 Approved Budget for the Contract: **₱ 163,700.00**

Date: 03 August, 2023
 RFQ No.: 3305
 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 ₱50,000.
 In Addition:
 - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
 - 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. **3305** as part of the subject NOT LATER THAN **12:00 NN** on **8 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
 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	AM Snack, Lunch and PM Snack to Serve on August 22, 2023. please see attached menu. CSS - GENERAL REGISTRATION			pax	15	PHP 320.00	PHP 4,800.00		
2	AM Snack, Lunch and PM Snack to Serve on August 23, 2023. please see attached menu. CSS - GENERAL REGISTRATION			pax	30	PHP 320.00	PHP 9,600.00		
3	AM Snack, Lunch and PM Snack to Serve on August 24, 2023 please see attached menu. CSS - GENERAL REGISTRATION			pax	30	PHP 320.00	PHP 9,600.00		
4	AM Snack, Lunch and PM Snack to Serve on August 25, 2023. please see attached menu. CSS - GENERAL REGISTRATION			pax	10	PHP 370.00	PHP 3,700.00		
5	Buffet style catering services (lunch) on 22 August 2023. OUR - GENERAL REGISTRATION			pax	26	PHP 250.00	PHP 6,500.00		
6	Buffet style catering services (lunch) on 23 August 2023. OUR - GENERAL REGISTRATION			pax	26	PHP 250.00	PHP 6,500.00		
7	Buffet style catering services (lunch) on 24 August 2023. OUR - GENERAL REGISTRATION			pax	26	PHP 250.00	PHP 6,500.00		
8	Buffet style catering services (lunch) on 25 August 2023. OUR - GENERAL REGISTRATION			pax	26	PHP 250.00	PHP 6,500.00		
9	Catering Service for the General Registration on August 22, 2023 (AM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		

10	Catering Service for the General Registration on August 22, 2023 (Lunch) Lunch must consist of at least two meat or two fish or any combination of them, and vegetables & dessert or tits equivalent completed with drinks (Fruit Juice) *Buffet Style *Delivery of Meals not later than 11:00 am CAC - GENERAL REGISTRATION			pax	25	PHP 200.00	PHP 5,000.00		
11	Catering Service for the General Registration on August 22, 2023 (PM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
12	Catering Service for the General Registration on August 23, 2023 (AM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
13	Catering Service for the General Registration on August 23, 2023 (Lunch) Lunch must consist of at least two meat or two fish or any combination of them, and vegetables & dessert or tits equivalent completed with drinks (Fruit Juice) *Buffet Style *Delivery of Meals not later than 11:00 am CAC - GENERAL REGISTRATION			pax	25	PHP 200.00	PHP 5,000.00		
14	Catering Service for the General Registration on August 23, 2023 (PM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
15	Catering Service for the General Registration on August 24, 2023 (AM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
16	Catering Service for the General Registration on August 24, 2023 (Lunch) Lunch must consist of at least two meat or two fish or any combination of them, and vegetables & dessert or tits equivalent completed with drinks (Fruit Juice) *Buffet Style *Delivery of Meals not later than 11:00 am CAC - GENERAL REGISTRATION			pax	25	PHP 200.00	PHP 5,000.00		
17	Catering Service for the General Registration on August 24, 2023 (PM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
18	Catering Service for the General Registration on August 25, 2023 (AM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		
19	Catering Service for the General Registration on August 25, 2023 (Lunch) Lunch must consist of at least two meat or two fish or any combination of them, and vegetables & dessert or tits equivalent completed with drinks (Fruit Juice) *Buffet Style *Delivery of Meals not later than 11:00 am CAC - GENERAL REGISTRATION			pax	25	PHP 200.00	PHP 5,000.00		
20	Catering Service for the General Registration on August 25, 2023 (PM Snacks) CAC - GENERAL REGISTRATION			pax	25	PHP 100.00	PHP 2,500.00		

21	Catering Services for the CS General Registration on August 22-25, 2023; from 8:30am - 4:30 pm; for 50pax@350.00/pax (AM Snacks - P 100.00/pax; Lunch - P 150.00/pax; PM Snacks - P 100.00/pax) x 4 days; buffet type Food: For Snacks: choice of pasta, noodles & sandwiches/bread or pastries w/ drinks For Lunch: consists of 1 meat dish (either chicken, fish, pork & beef) 1 soup-based dish, vegetables, dessert or fruits & drinks Mode of Payment: Bid Price shall be inclusive of all taxes & charges CS - GENERAL REGISTRATION			lot	1	PHP 70,000.00	PHP 70,000.00	
Contract Award: Per line item - Delivery Period: On August 22-25, 2023 - Payment Term: 30 Calendar Days *** Nothing Follows ***						TOTAL PRICE: P 163,700.00	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: _____

Catering Services for the CSS General Registration on August 22-25, 2023 (4days)

Day 1, August 22, 2023 (15 Pax, Assisted Buffet, CSS Staff Lounge in front CSC Research Laboratory)

AM Snack

Empanada (2pcs/each)

Lunch with dessert

Grilled pork with sauce, Fish Sarciado with egg, Vegetable (dinengdeng); Banana or Apple

Drinks: fresh Calamansi Juice

PM snack

Fresh Lumpia with Peanut sauce

Total = 4,800 @PhP320/ pax

Day 2, August 23, 2023 (30 Pax, Assisted Buffet, CSS Staff Lounge)

Am snack

Miki bihon Pansit with more Vegetables (meat ingredient -chicken)

No drinks

Lunch with dessert

Steamed ginger Chicken, Fried fish, Vegetable (Ensaladang gulay with Red egg); Leche Flan

Drinks: Lemon grass

Pm Snack:

2 Pieces Turon with langka

Total = 9,600 @320/pax

Day 3, August 24, 2023 (30 pax), Assisted Buffet, CSS Staff Lounge

Am snack

Biko with Kropek prawn crackers

Lunch :

Chicken Balls Lemon grass Skewer, Bangus Paksiw, Laing, Buko pandan

Drinks: Fresh Juice drink

Pm snack:

Arrozcaldo with Chicken & egg

Total = 9,600 @320/pax

Day 4, August 25, 2023 (10 pax), Assisted buffet

AM Snack

2 pieces Banana cue

No drinks

Lunch with dessert

Lunch & Dessert- Nilagang baka with potatoes & cabbage/ beans, Fried fish with sauce, Leche Flan

Drinks: Coffee or Fresh Juice

PM Snack

Lelot balatong & Kropec prawn crackers

Total = 3,700

Grand Total =27, 700.00



OFFICE OF THE UNIVERSITY REGISTRAR
UNIVERSITY OF THE PHILIPPINES BAGUIO

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**OUR – GENERAL REGISTRATION
GENERAL REGISTRATION A.Y. 2023-2024**



Date	No. of pax	Preferred Menu
22-25 August 2023	26	Consists of 2 meat dish (either chicken, fish, pork or beef). 1 soup-based dish, vegetables, dessert or fruits with bottled drink. (BUFFET STYLE CATERING SERVICES) -UNASSISTED -UNMANAGED

CAC – GENERAL REGISTRATION
PROPOSED MENU

AM SNACKS – (PACK PER PAX)

- Pancit palabok with shanghai (or any with its equivalent price)
- ONE JUICE ANY FLAVOR

**LUNCH (BUFFET STYLE CATERING – UNASSISTED/UNMANAGED)
SET MENU: (ANY WITH THE FOLLOWING COMBINATIONS)**

- A) Brown rice
Chicken cordon bleu Sweet &
sour fish fillet
Haptian petchay w/ ground beef
Dessert
Juice & water
- B) Brown rice Chicken
mandarin
Hawaiian pork stew
Yasaitami/stir fry vegetables (w/ bean sprout & shrimp) Dessert
Juice & water
- C) Brown rice Pork
estofado
Breaded fish fillet White
beans guisado Dessert
Juice & water
- D) Brown rice
Pork steak tagalong
Mixed seafood oriental style Denengdeng
or buridibod Dessert
Juice & water

Dessert: Buko pandan salad Fresh fruits platter Brownies

Juice: lemonade Mixed berries/four seasons, fresh calamansi juice, cucumber

PM SNACKS (PACKED PER PAX)

- Frutesca Pasta (or any of its equivalent)
- One Juice Any flavor