

## 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 THE COMMITTEE MEETINGS Purchase request No: 20580
Approved Budget for the Contract: P 60,000.00

20 September, 2023	
3421	
SMALL VALUE PROCUREMENT	
	3421

## INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and completely.
  2. Bidder should attach a copy of the latest Business Permit, Philgeps Registration Number and Notarized Omnibus Sworn Statement for above P50,000.

  - Dation.

    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.3421 as part of the subject NOT LATER THAN 8:00 AM on 25 September, 2023.
- 5. Price validty shall be for a period of 90 calendar days.
- 6. 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.

RUEL C. LESTINO

TEM NO.	GENERAL DESCRIPTION	tech specifi	ince with inical ications check)	иом	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
	Catering Services for various OVCA and Committee Meetings (OVCA Proper, CU HRMPSB, HRDC, PMT, PRAISE, CTRC, Housing, CART, FPOC, etc.) for the period October to December 2023 for 160 pax at PHP 375.00 per pax(Snacks at PHP 125.00/pax; Lunch at 250.00pax)  Additional Specifications: - offered menu must be included with submitted bid form Packed meals (1 snack and lunch) good for 200 pax for the duration of the contract - Use of paper cups, wooden spoon & fork and reusable take out boxes. Snacks: Consist of atleast pasta, noodles or sandwiches, with drinks - Lunch: Consist of atleast 1 meat of fish, 1 vegetables, 1 dessert with drinks  Mode of Payment: - Bide Price Inclusive of all taxes and charges - Purchase order will be made monthly & billed monthly Payment will be based on the actual number of persons on the specific activity.  Additional Conditions: Delivery of snacks not later than 9:30 am and meals not later than 11:30 am			lot	1	60,000.00	60,000.00		
8	Contract Award: Per LOT  - Delivery Period: On October to December 2023.  - Payment Term: 30 Calendar Days  *** Nothing Follows***					TOTAL PRICE:	P 60,000.00	BID TOTAL  Payment Term:	

After having carefully read	and accepted your General Conditions, I/We quote you on the items at	it prices noted above.
Name of the Company:	Tel. No. :	
Address:	Fax No.:	
Name of Representative:	Email Address:	
Position:	Dete:	
Signature:	Date:	