



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Catering Services for University Library
Purchase request No.: 20657
Approved Budget for the Contract: ₱ 100,000.00

Date: 26 September, 2023
RFQ No.: 3452
MOP: NP - 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 spm@up.edu.ph, and cc: bac.upbaguio@up.edu.ph with RFQ No. **3452** as part of the subject **NOT LATER THAN 8:00 AM on 2 October, 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.

RCL
✓ **RUEL C. LESTINO**
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	Snacks (CSS) for approximately 600 pax on October 23 2023 - Sandwich, or muffin, or cupcake, coffee, juice			lot	1	₱ 30,000.00	₱ 30,000.00		
2	Snacks (CAC) for approximately 600 pax on October 9 2023 - Sandwich, or muffin, or cupcake, coffee, juice			lot	1	₱ 30,000.00	₱ 30,000.00		
3	Snacks (CS) for approximately 800 pax on October 23 2023 - Sandwich, or muffin, or cupcake, coffee, juice			lot	1	₱ 40,000.00	₱ 40,000.00		
Contract Award: Per line item Delivery Period : October 9 & 23, 2023 (2 days) Payment Terms : Billed and paid monthly *** Nothing Follows ***							TOTAL: ₱ 100,000.00		
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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____
 Signature: _____ Date: _____