



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: spm@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: CATERING SERVICE FOR UP-BAGUIO
 Purchase request No: 20900, 20869,20708,20782, 20607,20604,20897, 21041,20867,20656
 Approved Budget for the Contract: P 321,920.00

Date: 11 October, 2023
 RFQ No.: 3510
 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 spm@up.edu.ph and cc: bac@up.edu.ph, rmsabelo@up.edu.ph with RFQ No.3510 as part of the subject NOT LATER THAN **08:00 AM on 16 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.

RFQ:

RUEL C. LESTINO
 Head, SPMD

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	PR# 20900 Supply and Delivery of Food (Catering Services) for Three(3) Months for Mini Exhibit on Women meetings for the period October-December 2023 Packed meals (1 snack and 1 lunch) good for 20 pax (accumulated) for the duration of the contract -ABC for snacks is Php 125.00/pax lunch is Php 250.00/pax -Snacks consists of pasta, noodles, bread or its equivalent, with beverage -Lunch consists of at least one meat(chicken/beef) or fish and vegetables, rice & dessert or its equivalent, with beverage -Supplier will be informed on the following 2-3 days before the activity: -Room/ hall where will the food be delivered, date of delivery, guaranteed pax per meeting			lot	1	PHP 10,000.00	PHP 10,000.00		
2	PR# 20869 Meals (Lunch) for the DEPS faculty and guest speakers for Career Development Talk during DEPS Camp on November 20, 2023 @ P 220.00/pax, 15 pax, packed Lunch : Bangus paksiw , grilled pork, talong with red eggs Dessert: Buko pandan Drinks: Juice Meals(Lunch)for the DEPS Department meeting in November 2023 @ P220.00/pax,10 pax, packed Lunch: Fried fish, Vegetable (Ensaladang gulay with Red egg) and adobong chicken Dessert: banana Drinks: Juice Meals(Lunchfor the)DEPS Department meeting in October 18 2023 @ P 220.00/pax, 10 pax , packed Lunch :Steamed ginger Chicken, Fried fish, Vegetable (Ensaladang gulay with Red egg) Dessert: Leche Flan Drinks: Fresh Juice PM Snacks for the DEPS Camp on November 20, 2023 @ P90.00/pax,120 pax, assisted buffet Snack : Empanada 2pcs/pax with kropek prawn crackers Juice : Fresh Juice			lot	1	PHP 18,500.00	PHP 18,500.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
3	<p>(PR# 20708)</p> <p>AM & PM Snacks,Lunch for the UP Baguio Graduate Colloquium on December 20,2023 @ 320.00/pax,30 pax</p> <p>Assisted Buffet Snack : Sandwich (ham and cheese) with Juice</p> <p>Lunch : Bangus Paksiw,Grilled pork, ensaladang gulay with red egg Dessert: Buko Pandan</p> <hr/> <p>PM Snack : Fresh Lumpiang ubod (2pcs) with Kalamansi Juice AM Snack and Lunch for the Meeting of the MASDS & AdHoc Committee on November 27, 2023@ P 320.00/pax,8 pax</p> <p>Packed Snack : Biko with shanghai with juice</p> <p>Lunch : Fried fish, Vegetable (Ensaladang gulay with Red egg) and adobong chicken Dessert: banana Drinks: Juice</p> <hr/> <p>AM Snack and Lunch for the Meeting of the MASDS & AdHoc Committee on November 6, 2023 @ P 320.00/pax,8 pax</p> <p>Packed Snacks : clubhouse with juice</p> <p>Lunch : Bangus paksiw , grilled pork, talong with red eggs Dessert: Buko pandan Drinks: Juice</p> <hr/> <p>AM Snack for the 279 Paper Presentation #1 on December 4, 2023 @ P 150.00/pax,10 pax</p> <p>AM Snack : Lelot balatong with milk and juice</p> <hr/> <p>AM Snack for the 279 Paper Presentation #3 on December 9, 2023 @ P 150.00/pax,10 pax</p> <p>AM Snack :Cheeseburger and juice</p> <hr/> <p>AM Snack for the 279 Paper Presentation #5 on December 11, 2023 @ P 150.00/pax,10 pax</p> <p>AM Snack : Chicken mami, cheese bread and Juice</p> <hr/> <p>AM Snack for the 279 Paper Presentation #7 on December 18, 2023 @ P 150.00/pax,10 pax</p> <p>AM Snack : 2 pcs (each) Turon with langka and juice</p> <hr/> <p>AM Snack for the 279 Paper Presentation #8 on December 22, 2023 @ P 150.00/pax,10 pax</p> <p>AM Snack : Palabok with Calassiao puto and buko juice</p> <hr/> <p>AM Snack for the Meeting of the Graduate Faculty to Consider Proposed MASDS PLOs on October 23, 2023@ P 75.00/pax,35 pax</p> <p>Assisted Buffet Snack : Pansit (Canton) with empanada Drinks : Brewed Coffee</p> <hr/> <p>Lunch for the Meeting of the Compre Exam Committee on December 20, 2023@ P 250.00/pax,6 pax</p> <p>Packed Lunch :Steamed ginger Chicken, Fried fish, Vegetable (Ensaladang gulay with Red egg) Dessert: Leche Flan Drinks: Lemon grass</p> <hr/> <p>PM Snack for the 279 Paper Presentation #2 on December 4, 2023 @ P 150.00/pax,10 pax</p> <p>PM Snack : arrozcaldo with egg and juice</p> <hr/> <p>PM Snack for the 279 Paper Presentation #4 on December 9, 2023 @ P 150.00/pax,10 pax</p> <p>PM Snack : Arrozcaldo with egg and juice</p> <hr/> <p>PM Snack for the 279 Paper Presentation #6 on December 11, 2023 @ P 150.00/pax, 10 pax</p> <p>PM Snack : Banana que (2 pcs each) and kamote fries with buko juice</p> <hr/> <p>PM Snack for the 279 Paper Presentation #8 on December 18, 2023 @ P 150.00/pax,10 pax</p> <p>PM Snack : Biko with shanghai lumpia (2pcs) and juice</p>			lot	1	PHP 34,745.00	PHP 34,745.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
4	(PR# 20782) Catering Services (Packed Meals) for the College-based Meetings (CAPC/CEB/DAPC/Department/Committee) for a total of 187 pax accumulated for the period October-December 2023 @400.00/pax (AM Snacks - P 100.00/pax; Lunch - P 200.00/pax; PM Snacks - P 100.00/pax) 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 Supplier will be informed 2-3 days prior to the meeting/s			lot	1	PHP 74,800.00	PHP 74,800.00		
5	PR# 20607 Buffet meals (2 snacks and 1 lunch), October - December 2023 Snacks consists of at least pasta, noodles, bread or its equivalent and drinks Lunch consists of at least one meat, or fish and vegetables, generous serving of rice and desserts or its equivalent and drinks Both snacks and lunch includes beverages (Please see attached Mode of Payment and additional Conditions)			lot	1	PHP 30,000.00	PHP 30,000.00		
6	(PR# 20604) Meals and snacks for Special meetings of the Chancellor and administrators of UP Baguio, October to December 2023 @ 1500 per pax for 30 persons			lot	1	PHP 45,000.00	PHP 45,000.00		
7	(PR# 20897) Supply and Delivery of Food (Catering Services) for Three(3) Months for MMT Yr 3-related activities for the period October-December 2023 Packed meals (1 snack and 1 lunch) good for 150 pax (accumulated) for the duration of the contract -ABC for snacks is Php 125.00/pax lunch is Php 250.00/pax -Snacks consists of pasta, noodles, bread or its equivalent, with beverage -Lunch consists of at least one meat(chicken/beef) or fish and vegetables, rice & dessert or its equivalent, with beverage Supplier will be informed on the following 2-3 days before the activity: -room/ hall where will the food be delivered, date of delivery, guaranteed pax per meeting			lot	1	PHP 75,000.00	PHP 75,000.00		
8	(PR# 21041) Charge to Catering Services. 40 packed snacks for Parent Orientation, 40 snacks and 40 lunch packed meals for year end. See attachment for details			lot	1	PHP 20,000.00	PHP 20,000.00		
9	(PR# 20867) Meals and Snacks for 16 pax @ 375 per person			lot	1	PHP 6,000.00	PHP 6,000.00		
10	(PR# 20656) Catering Services (Packed Meals) for the HKP Meetings for a total of 21 pax accumulated for the period October to December 2023 @375.00/pax (Snacks - P 125.00/pax; Lunch - P 250.00/pax) -Use of wooden spoon&forks & reusable takeout boxes			lot	1	PHP 7,875.00	PHP 7,875.00		
Contract Award: Per line item - Delivery Period: On October to December 2023 - Payment Term: 30 Calendar Days *** Nothing Follows ***						TOTAL PRICE: P 321,920.00		BID TOTAL	
								Payment Term:	
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: _____