



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 UP-BAGUIO EVENTS**

Purchase Request No.: **20752, 20713, 20857, 20901, 20868, 20648, 20877, 20943, 20640, 20649, 20802, 20693, 20705, 20838, 21171**

Approved Budget for the Contract: **₱ 199,900.00**

Date: **26 October, 2023**
 RFQ No.: **3548**
 MOP: **NP - SMALL VALUE PROCUREMENT**

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPs Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPs registration only. **Quotations exceeding the ABC shall be rejected.**
 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.
3. Warranty**, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance of the Procuring Entity.
4. Submit your quotation, preferably sealed, at the Supply and Property Management Office, UP Baguio **OR** send to this email address **ONLY** - spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with the subject heading **RFQ No. 3548** NOT LATER THAN **12:00 NN** on **31 October 2023**.
5. Price validity shall be for a period of 90 calendar days.
6. **IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
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.

Canvassed by: Rivas M. Sabelo

[Handwritten Signature]
RUEL C. LESTINO
 Head, SPMO

| ITEM NO. | GENERAL DESCRIPTION | Compliance with technical specifications (Pls. check) | | BRAND (N/A if not applicable) | Unit of Measure (ex. pc, lot, kg) | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|---|---|----|-------------------------------|-----------------------------------|-----|-------------|-------------|-------------------|--------------------|
| | | YES | NO | | | | | | | |
| 1 | <p>(PR# 20752, 20713) - CAC</p> <p>Catering Service Talastasan Lecture Series Place of delivery: Teatro Amianan Time of delivery: 9:30AM Date of event: 29 November 2023 Number of Pax: 100 pax Approved Budget for the Contract/pax: ₱ 125.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>*AM SNACKS*</i> <i>Biko</i> <i>Puto pao</i> <i>Chicken balls in lemon grass skewer</i> <i>*with free flowing coffee*</i></p> <p>Catering Services for the UPB Graduate Program Colloquium Place of delivery: Teatro Amianan Time of delivery: 9:00 AM snacks; 11:00AM for Lunch; 02:00PM for PM Snacks Date of event: 20 December 2023 Number of Pax: 40 pax Approved Budget for the Contract/pax: ₱ 125.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>AM Snacks: Frutanesca Pasta, Toasted garlic bread with minute maid tetra pack juice (any flavor)</i> <i>Lunch: 1 vegetable viand, 1 Fish/Chicken/pork/beef viand, 1 Soup Dish, 1 Plain rice, with 1 dessert and 1 bottled drinking water.</i> <i>PM Snacks: Grilled beef and Cheese Burger, with cucumber/lettuce juice</i> <i>with Brewed Coffee to be served from 9:00 AM until 4:00 PM includes paper cups, sugar creamer, stirrer</i></p> <p>Catering Service: PM Snacks for the Thesis Colloquium Place of delivery: Teatro Amianan Time of delivery: PM Snacks 2:00PM Date of event: 18 November 2023 Number of Pax: 40 pax Approved Budget for the Contract/pax: ₱ 125.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>PM Snacks: Grilled beef and Cheese Burger, with cucumber/lettuce juice</i> <i>with Brewed Coffee to be served from 9:00 AM until 4:00 PM includes paper cups, sugar creamer, stirrer</i></p> | | | | lot | 1 | ₱ 37,500.00 | ₱ 37,500.00 | | |

| ITEM NO. | GENERAL DESCRIPTION | Compliance with technical specifications (Pls. check) | | BRAND (N/A if not applicable) | Unit of Measure (ex. pc, lot, kg) | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|--|---|----|-------------------------------|-----------------------------------|-----|-------------|-------------|-------------------|--------------------|
| | | YES | NO | | | | | | | |
| 2 | (PR 20857) - CSS Catering Service: Snacks for the DASP Sociology Talks Place of Delivery: CSS Building Date of Event: On November 2023 Num of pax: 80 pax Approved Budget for the Contract/pax: P 80.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: Biko with Shanghai lumpia (2pcs) and juice | | | | lot | 1 | P 6,400 | P 6,400.00 | | |
| 3 | (PR# 20901) - MUSEO Catering Service: PM snacks for the launching of the mini exhibit on Women Place of Delivery: Museo Kordiyera Date of Event: 16 November 2023 Number of Pax: 100 Pax Approved Budget for the Contract/pax: P 150.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: -Consists of pasta, sandwich (or similar pika-pika food) and non-soda beverage | | | | lot | 1 | P 15,000.00 | P 15,000.00 | | |
| 4 | (PR# 20868) - LRC Catering Service: Lunch for LRC Training & Workshop of Peer and Faculty Mentors on Peer Tutoring Place of delivery: Teatro Amianan Date of Event: November 6, 2023 Number of Pax: 20 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: Meat, Vegetable & Rice | | | | lot | 1 | P 5,000.00 | P 5,000.00 | | |
| 5 | (PR# 20648) - OC Catering Service: Meals and AM/PM snacks for the COA Exit Conference on November-December 2023 for 15 pax @ 500 per pax Place of delivery: Board Room Date of Event: November - December 2023 Number of Pax: 15 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: Lunch consists of veggie salad, meat and fish, soup, vegetables, dessert & drinks; PM snacks: pasta, sandwich & drinks. | | | | lot | 1 | P 7,500.00 | P 7,500.00 | | |
| 6 | (PR# 20877) - NSTP Catering Service: Lunch for NSTP Facilitators and NSTP Personnel during NSTP meeting. Place of delivery: NSTP OFFICE Date of Event: On November 2023 Number of Pax: 20 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: consists of at least 1 meat or fish & vegetables, serving of rice & dessert or its equivalent includes beverage Catering Service: Lunch for NSTP Facilitators and NSTP Personnel during NSTP meeting. Place of delivery: NSTP OFFICE Date of Event: On December 2023 Number of Pax: 20 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: Lunch consists of at least 1 meat or fish & vegetables, serving of rice & dessert or its equivalent includes beverage | | | | lot | 1 | P 10,000.00 | P 10,000.00 | | |
| 7 | (PR# 20943) - VCAA Catering Service: PM Snacks for the Sports Fest Place of delivery: To be Determined Date of Event: 11 December 2023 Number of Pax: 120 pax Approved Budget for the Contract/pax: P 150.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam MENU: Snacks consist of sandwich or its equivalent and bottled beverage (juice or water) | | | | lot | 1 | P 18,000.00 | P 18,000.00 | | |

| ITEM NO. | GENERAL DESCRIPTION | Compliance with technical specifications (Pls. check) | | BRAND (N/A if not applicable) | Unit of Measure (ex. pc, lot, kg) | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|---|---|----|-------------------------------|-----------------------------------|-----|-------------|-------------|-------------------|--------------------|
| | | YES | NO | | | | | | | |
| 8 | <p>(PR# 20640) - ODSA Catering Service: AM Snacks, Lunch and PM Snacks for the ODSA Offices year-end meeting Place of delivery: ODSA-OFFICE Date of Event: 11 December 2023 Number of Pax: 16 pax Approved Budget for the Contract/pax: P 500.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>AM snack Filipino Delicacies and Juice and PM Snack Pasta, sandwich ans juice, Lunch Fish, Meat, Vegetable, rice, desert and juice</i></p> | | | | lot | 1 | P 8,000.00 | P 8,000.00 | | |
| 9 | <p>(PR# 20649) - CAC Catering Services: AM Snacks, Lunch, PM Snacks for the Year-End Assessment meeting of CAC faculty. Event: face-to-face Faculty Year-end Assessment Meeting Place of delivery: CAC Dap-ay Time of delivery: 9:00 AM snacks; 11:00AM for Lunch; 02:00PM for PM Snacks Date of Event: 18 December 2023 Num of pax: 30 pax Approved Budget for the Contract/pax: P 500.00 per pax Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>AM Snacks: Pancit Palabok, Shanghai Lumpiang, Tuna Sandwich with Minute Maid Tetra Pack Juice</i> <i>Lunch: 1 vegetable viand, 1 Fish/Chicken/pork/beef viand, 1 Soup Dish, 1 Plain rice, with 1 dessert and 1 bottled drinking water.</i> <i>PM Snacks: Grilled beef and Cheese Burger, with cucumber/lettuze juice</i> <i>with Brewed Coffee to be served from 9:00 AM until 4:00 PM includes paper cups, sugar creamer, stirrer</i></p> | | | | lot | 1 | P 15,000.00 | P 15,000.00 | | |
| 10 | <p>(PR# 20802) - GPO Catering Service: AM Snacks, Lunch and PM Snacks for the GPO Colloquium. Place of delivery: GPO Building Date of Event: 20 December 2023 Num of pax: 20 pax Approved Budget for the Contract/pax: P 500.00 per pax Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>AM Snacks: Choice of sandwich, pasta/noodle-based, or fried treats</i> <i>Lunch: 2-meat Dish (choice of either chicken or pork, beef, or fish)</i> <i>with Vegetable, Rice, Dessert (Choice of either fruits, pastry or frozen desserts)</i> <i>PM Snacks: Choice of sandwich, pasta/noodle-based, or fried treats</i></p> | | | | lot | 1 | P 10,000.00 | P 10,000.00 | | |
| 11 | <p>(PR# 20693) - PAHINUNGOD Catering Services: AM snack for volunteers and staff for the Initial Implementation of All Programs Place of delivery: UP-Baguio Date of Event: 16-18 December 2023 Num of pax: 65 pax Approved Budget for the Contract/pax: P 125.00 per pax Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>Buffet style: caterer's menu</i> <i>Note: No MSG, no seafood, no dairy products</i></p> <p>Catering Services: Lunch for volunteers and staff for the Initial Implementation of All Programs Place of delivery: UP-Baguio Date of Event: 16-18 December 2023 Num of pax: 65 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>Buffet style: caterer's menu</i> <i>Note: No MSG, no seafood, no dairy products</i></p> <p>Catering Service: PM snack for volunteers and staff for the Initial Implementation of All Programs Place of delivery: UP-Baguio Date of Event: 16-18 December 2023 Num of pax: 65 pax Approved Budget for the Contract/pax: P 125.00 per pax Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>Buffet style: caterer's menu</i> <i>Note: No MSG, no seafood, no dairy products</i></p> | | | | lot | 1 | P 32,500.00 | P 32,500.00 | | |

| ITEM NO. | GENERAL DESCRIPTION | Compliance with technical specifications (Pls. check) | | BRAND (N/A if not applicable) | Unit of Measure (ex. pc, lot, kg) | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | |
|---|---|---|----|-------------------------------|-----------------------------------|-----|----------------------------|------------------|-------------------|--------------------|--|
| | | YES | NO | | | | | | | | |
| 12 | <p>(PR 20705) - CSS</p> <p>Catering Service: AM snacks for the CARSP Meeting on admission and readmission cases. Place of delivery: CSS-Building Date of Event: On December 2023 Num of pax: 6 pax Approved Budget for the Contract/pax: P 125.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>AM snacks (packed) Pansit and 2 puta (meat ingredient should be chicken)</i></p> <p>Catering Service: Lunch for the CARSP Meeting on admission and readmission cases. Place of delivery: CSS-Building Date of Event: On December 2023 Num of pax: 6 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>Lunch (Packed) must consist of at least two kind of viand meat and fish of any combination with vegetables and dessert (buko pandan) completed with drinks</i></p> <p>Catering Service: PM Snack for the CARSP Meeting on admission and readmission cases Place of delivery: CSS-Building Date of Event: On December 2023 Num of pax: 6 pax Approved Budget for the Contract/pax: P 125.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>PM Snack (packed) Biko and turon with Kamote fries completed with drinks</i></p> | | | | lot | 1 | P 3,000.00 | P 3,000.00 | | | |
| 13 | <p>(PR# 20838) - CSS</p> <p>Catering Services: Meals and Snacks for the Graduate Colloquium (together with other UPB Graduate Programs) Activity: Graduate Colloquium (together with other UPB Graduate Programs) Place of delivery: CSS-AVR Date of Event: 20 December 2023 Num of pax: 45 pax Approved Budget for the Contract/pax: P 200.00 per pax Manner of Service: *ASSISTED BUFFET STYLE**</p> <p>MENU: <i>AM Snack: Pansit (Miki Bihon) and Juice</i> <i>Lunch: Fried Fish, Kare-kare, Leche Flan as Dessert</i></p> <p>Catering Meals: Meals and snacks (packed) for the Seminar Presentation of IS 399.2 Outputs Activity : Seminar Presentation of IS 399.2 Outputs Place of delivery: CSS-AVR Date of Event: 21 December 2023 Num of pax: 12 pax Approved Budget for the Contract/pax: P 250.00 per pax Manner of Service: Packed with utensils; no usage of plastics and styrofoam</p> <p>MENU: <i>AM Snack : Banana que and juice</i> <i>Lunch: Inihaw na pork, Dinengdeng, Fried fish, egg soup</i> <i>*unlimited Coffee all through out the event</i></p> | | | | lot | 1 | P 12,000.00 | P 12,000.00 | | | |
| 14 | <p>(PR# 21171) - KASARIAN</p> <p>Catering Service: Snacks for the Joint Gender Sensitivity & Anti-Sexual Harassment Orientation Place of delivery: CSS-AVR Time of delivery: 9:00 am to 12:00nn Date of Event: 13 November 2023 Num of pax: 606 pax Approved Budget for the Contract per LOT: P 20,000.00 per LOT Manner of Service: *BUFFET STYLE**</p> <p>MENU: <i>Snack: Bread or Sandwich & Overflowing Coffee</i></p> | | | | lot | 1 | P 20,000.00 | P 20,000.00 | | | |
| <p>Contract Award: Per line item (which means that supplier can bid for one item only or can bid for all the items because awarding will be for line item). Delivery Period: On November to December 2023 Mode of Payment: 30 days upon receipt of statement of billing or invoice. Billing may be after completion of one (1) activity or completion of one (1) lot. Provision for Change in Menu and Schedule: Two (2) - Three (3) days before the scheduled event. **WARRANTY INCLUDED *** Nothing Follows ***</p> | | | | | | | | | | | |
| | | | | | | | TOTAL: P 199,900.00 | BID TOTAL | | | |
| 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: _____