



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: **CATERING SERVICE FOR VARIOUS EVENTS OF THE SILBI PROJECT**  
 Purchase Request No.: **20591, 20594, 20595, 20597, 20598, 20599, 20600, 20601, 20616**  
 Approved Budget for the Contract: **₱ 186,000.00**

Date: **23 October, 2023**  
 RFQ No.: **3552**  
 MOP: **NP - SMALL VALUE PROCUREMENT**

**INSTRUCTIONS:**

- 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.
- 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.
- 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.
- 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](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with the subject heading **RFQ No. 3552** NOT LATER THAN **08:00 AM** on **27 October 2023**.
- Price validity shall be for a period of 90 calendar days.
- IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 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

**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, kt)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO							
1	(PR# 20591, 20594, 20595, 20597) - SILBI TEAM <b>a. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>8 November 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> 1. Burger; 2. Fries; 3. Iced tea			n/a	lot	1	₱ 18,000.00	₱ 18,000.00		
<b>b. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>15 November 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> 1. Ham and Cheese Sandwich; 2. Turon Malagkit; 3. Iced Tea										
<b>c. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>12 November 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> 1. Spaghettti; 2. Chicken; 3. Soda										
<b>d. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>29 November 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> 1. Ginataang Langka; 2. Puto Pao; 3. Iced Tea/ Coffee										

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (ex. pc, lot, kt)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO							
2	(PR# 20598, 20599, 20600, 20601) - SILBI TEAM <b>a. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>6 December 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> <i>1. Pancit Bihon; 2. Shanghai; 3. Juice</i>			n/a	lot	1	P 18,000.00	P 18,000.00		
	<b>b. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>13 December 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> <i>1. Palabok; 2. Turon Malagkit; 3. Iced Tea</i>									
	<b>c. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>20 December 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> <i>1. Tuna Panini; 2. Fruits; 3. Juice</i>									
	<b>d. Catering services (snacks) for SILBI Team meeting with the incubatees</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>27 December 2023</b> Number of pax: <b>30 pax</b> Approved Budget for the Contract/pax: <b>P150.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for SNACKS:</b> <i>1. Fresh Lumpia; 2. Juice; 3. Bread</i>									
3	(PR# 20616) - SILBI TEAM <b>a. Catering Services (Lunch) for Mandeko Kito</b> Place of Delivery: <b>SILBI OFFICE - IM BUILDING</b> Date of Event: <b>17, 18, 19, 24, 25 &amp; 26 November 2023</b> <b>1, 2, 3, 8, 9 &amp; 10 December 2023</b> Number of pax: <b>50 pax per day</b> Approved Budget for the Contract/pax: <b>P250.00</b> Manner of Service: <b>Packed with utensils; no usage of plastics and styrofoam</b> <b>MENU for LUNCH:</b> <i>Packed Lunch w/ rice, soup based (served in a separate reusable packaging), vegetable, meat, and overflowing coffee.</i>			n/a	lot	1	P 150,000.00	P 150,000.00		
<p><b>Contract Award:</b> 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).</p> <p><b>Delivery Period:</b> On November to December 2023</p> <p><b>Mode of Payment:</b> 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.</p> <p><b>Provision for Change in Menu and Schedule:</b> Two (2) - Three (3) days before the scheduled event.</p> <p><b>**WARRANTY INCLUDED</b> *** Nothing Follows ***</p> <p style="text-align: right;"><b>TOTAL: P 186,000.00 BID TOTAL</b> _____</p>										
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

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:	_____