

UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: CATERING SERVICE FOR THE DECEMBER CELEBRATION OF YEAR-END HOLIDAYS

Purchase Request No.: 20741

Approved Budget for the Contract: P P 121,500.00

Date: 23 October. 2023

MOD:

3554 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 <u>OR</u> send to this email address ONLY spmo.upbaquio@up.edu.ph and cc: bac.upbaquio@up.edu.ph with the subject heading RFQ No. 3554 NOT LATER THAN 08:00 AM on 27 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

RUEL C. LESTINO
Head, SPMO

Compliance BRAND with technical OUOTED UNIT TOTAL OUOTED **ITEM** (N/A if not applicable) UNIT specifications (Pls. check) GENERAL DESCRIPTION OTY TOTAL PRICE PRICE NO YES Catering Service for the Community Lunch Place of Delivery: **UP-Baguio**Date of Event: **20 December 2023** Number of Pax: 320 pax Approved Budget for the Contract per Lot: **P112,500.00** Manner of Service: Buffet Style with Set-up n/a lot ₱ 112,500.00 ₱ 112,500.00 pcs. Table Cloth (Rectangular, Bright & Color 1 Palette Combination), Small Flowe Arrangement per table, Food Station with Service Staff MENU for LUNCH: 1 Rice, 2 Viand (Chicken/Fish & Pork), Salad, Bottled Beverages, Appetizer (Chips/Mixed Nuts) Snacks for the Wellness Party Place of Delivery: UP-Baguio Date of Event: 11 December 2023 Number of Pax: 60 Pax 2 n/a lot ₱ 9,000.00 ₱ 9,000.00 approved Budget for the Contract/pax: P150.00 Manner of Service: Packed with utensils: no usage of plastics and styrofoam MENU for SNACKS: Consists of bread or its equivalent, fruits, and beverage. *** Nothing Follows ** 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 11 & 20 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: <u>Two (2) - Three (3) days before the scheduled event.</u>
WARRANTY INCLUDED * Nothing Follows *** TOTAL: ₱ 121,500.00 **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:		<u> </u>	
Signature:		Date:	
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