



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
Supply and Property Management Office**

PROCUREMENT PROJECT: Catering Services for the various events of the University.
Purchase Request no.: 20664, 20665, 20763, 20709, 20795, 20793, 20791, 20612
Approved Budget of the Contract: Php 235,800.00

Date: 30 September 2023
RFQ No.: 3473
MOP: NP - Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number, Notarized Omnibus Sworn, Statement (ABCs above Php 50,000.00)**
Additional Documentary Requirements for **ABCs above Php 50,000.00:**
2a. For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.
2b. For **Sole Proprietorship:** A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to **mpberganio@up.edu.ph cc: spmo.upbaguio@up.edu.ph, bac.upbaguio@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 8:00 AM on 05 October 2023.**
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
7. Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery. The information indicated below shall be the basis for the evaluation and calculation of your quotation.



RUEL C. LESTINO
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
PROCUREMENT PROJECT: Catering Services for the various events of the University.									
1	<p>PR#20664: Buffet meals (2 snacks and 1 Lunch) for the 2023 Teaching Effectiveness Course on 16 October 2023 for 30 pax @P500.00/pax (PR#20664)</p> <p>Snacks consist of at least pasta, noodles, bread or its equivalent and drinks</p> <p>Lunch consists of at least one meat, or fish and vegetables, generous serving of rice and desserts or its equivalent and drinks.</p> <p>Both snacks and lunch include beverages and overflowing coffee</p> <p>Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the meeting.</p>	lot	1			₱ 15,000.00	₱ 15,000.00		
2	<p>PR#20665: Buffet meals (1 snack and 1 Breakfast) for the 2023 New Faculty Orientation on 23 October 2023 for 30 pax @P375.00/pax (PR#20665)</p> <p>Snacks consist of at least pasta, noodles, bread or its equivalent and drinks</p> <p>Breakfast consists of at least one meat, or fish and vegetables, generous serving of rice and desserts or its equivalent and drinks.</p> <p>Both breakfast and snack include beverages and overflowing coffee</p> <p>Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the meeting.</p>	lot	1			₱ 11,250.00	₱ 11,250.00		

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				YES	NO				
3	PR#20763: Catering Services (Am Snacks) during the Cordillera Creative Writing Workshop on 15-20 October 2023 for a total of 162 pax (27pax/day for 6 days) @P125.00/pax Buffet Style complete with drinks (SEE ATTACHED SET MENU)	lot	1			₱ 94,300.00	₱ 94,300.00		
	PR#20763: Catering Services (Breakfast) during the Cordillera Creative Writing Workshop on 15-21 October 2023 for a total of 49 pax (7pax/day for 7 days) @P100.00/pax complete with drinks - Packed (7 days) (SEE ATTACHED SET MENU)								
	PR#20763: Catering Services (Dinner) during the Cordillera Creative Writing Workshop on 15-21 October 2023 for a total of 49 pax (7pax/day for 7 days) @P150.00/pax complete with drinks - Packed (7 days) (SEE ATTACHED SET MENU)								
	PR#20763: Catering Services (Lunch) during the Cordillera Creative Writing Workshop on 15-20 October 2023 for a total of 162 pax (27pax/day for 6 days) @P250.00/pax Buffet Style complete with drinks (SEE ATTACHED SET MENU)								
	PR#20763: Catering Services (Pm Snacks) during the Cordillera Creative Writing Workshop on 15-20 October 2023 for a total of 162 pax (27pax/day for 6 days) @P125.00/pax Buffet Style complete with drinks (SEE ATTACHED SET MENU)								
	PR#20763: Catering Services for the performers during the Opening of the Cordillera Creative Writing Workshop on 16 October 2023 for 7 pax @ P150.00/pax (SEE ATTACHED SET MENU)								
4	PR#20709: Event: BALL program QA Workshop Date of event: 09 October 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room B102 Time of delivery: Lunch 11:00AM ; Snacks 1:30PM LUNCH & PM SNACKS *please see attached menu*	lot	1			₱ 31,500.00	₱ 31,500.00		
	PR#20709: Event: BALL program QA Workshop #2 Date of event: 13 November 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room B102 Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached file*								
	PR#20709: Event: BFA-CFA programs QA Workshop Date of event: 09 October 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room AVR Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached menu*								
	PR#20709: Event: BFA-CFA programs QA Workshop #2 Date of event: 13 November 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room AVR Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached file**								
	PR#20709: Event: MALL program QA Workshop Date of event: 30 October 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room B102 Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached menu*								
PR#20709: Event: MALL program QA Workshop #2 Date of event: 20 November 2023 Number of Pax: <input type="checkbox"/> 12 pax @ P375.00/pax Place of delivery: CAC room B102 Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached menu*									

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	PR#20709: Event: MALL program QA Workshop #3 Date of event: 11 December 2023 Number of Pax: 12 pax @ P375.00/pax Place of delivery: CAC room B102 Time of delivery: Lunch 11:00AM; Snacks 1:30PM *LUNCH & PM SNACKS* *please see attached menu*								
5	PR#20795: Catering Services (Buffet Type) for the MS CaRE Curriculum Review and SAR Preparation on 23 October 2023 for 16 pax @ P500.00/pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax) Food: Snacks: Choice of pasta/noodles or sandwiches/ breads or pastries with drinks Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, dessert or fruits and drinks Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the meeting.	lot	1			P 18,000.00	P 18,000.00		
	PR#20795: Catering Services (Buffet Type) for the MS CaRE-GPO Graduate Colloquium on 20 December 2023 for 20 pax @ P500.00/pax (AM Snacks - P 125.00/pax; Lunch - P 250.00/pax; PM Snacks - P 125.00/pax) Food: Snacks: Choice of pasta/noodles or sandwiches/ breads or pastries with drinks Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, dessert or fruits and drinks Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the meeting.								
	PR#20793: Catering Services (Assisted Buffet) for the DMCS In-House Training on 13 November 2023 for 30 pax @ P500.00/pax AM Snacks- P 125.00/pax Lunch- P 250.00/pax PM Snacks- P 125.00/pax Food: Snacks: Choice of pasta/noodles or sandwiches/ breads or pastries with drinks Lunch: consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, dessert or fruits and drinks Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the Training.								

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				YES	NO				
6	<p>PR#20793: Catering Services for the DMCS LaTex Workshop on 23 October 2023</p> <p>Participants (Lunch): for 120 pax @ P250.00/pax</p> <p>Trainors (AM Snacks, Lunch & PM Snacks): for 9 pax @ P500.00/pax</p> <p>Food: Snacks (packed): Choice of pasta/noodles or sandwiches/ breads or pastries with drinks Lunch (assisted buffet): consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, dessert or fruits and drinks Mode of payment: -Bid Price shall be inclusive of all taxes and charges -Payment shall be billed and paid monthly based on the actual number of persons who attended the meeting -Supplier must be informed 2-3 days prior to the Training.</p>	lot	1			P 49,500.00	P 49,500.00		
7	<p>PR#20791: Lunch for the Philippine Statistics Quiz Review for BS Math students & Coach for the period 19-21, 23-28 and 30 October 2023 (10 days) for 4 pax @ P250.00/pax</p> <p>Lunch (packed): consists of 1 meat dish (either chicken, fish, pork and beef), 1 soup based dish, vegetables, dessert or fruits and drinks</p>	lot	1			P 10,000.00	P 10,000.00		
8	<p>PR#20612: Lunch for LRC General Assembly and Orientation on 16 October 2023 for 25 pax @ P250.00/pax for the 1st Semester, AY 2023-2024.</p> <p>*Packed lunch w/ utensils (Meat, Vegetable & Rice)</p>	lot	1			P 6,250.00	P 6,250.00		
TOTAL 8 LOTS							P 235,800.00		
CONTRACT AWARD: PER ITEM									
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:	_____	Date:	_____
Signature:	_____		_____