



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFO)**

PROCUREMENT PROJECT: **Catering Services for BAC Related Activities from Jan-Mar 2024 and 2nd semester General Registration of CAC and CSS on 29 January 2024-2 February 2024.**

Purchase Request No.: **21529, 21543, 21546**

Approved Budget for the Contract: **₱190,000.00**

Date: **11 January 2024**

RFQ No **3824**

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.

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 - [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with the subject heading **RFQ No. 3824** NOT LATER THAN **12:00 NN** on **16 January 2024**.

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:

*Ma. Christine P. Berganio*



**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, kl)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
1	<b>Supply &amp; Delivery of Food (Catering Services) for Three (3) Months for BAC related activities;</b>									
	REQUIREMENT AND SCOPE OF WORK: -The contract will be awarded as lot (ABC for snacks is Php 125.00 per person; for lunch is Php 250.00 per person); -Offered menu must be submitted with the bid form. -Packed meals (1 snack and 1 lunch) good for 240 persons for the duration of the contract. -Do not use styrofoam, disposable cups and spoons & forks instead reusable take out boxes and the like. -Snack consists of at least pasta, noodles, bread or its equivalent. -Lunch consists of at least one meat or fish and vegetables, generous serving of rice & dessert or its equivalent. -Both Snacks and Lunch includes beverages				lot	1	₱ 90,000.00	₱ 90,000.00		

	<p>MODE OF PAYMENT:          -Bid Price shall be inclusive of all taxes and charges          -No downpayment will be made          -Payment shall be billed and paid monthly          -Payment will be based on the actual number of persons on the specific activity</p> <p>ADDITIONAL CONDITIONS:          -Delivery of snacks not later than 9:30 am and meals not later than 11:30 am          -Supplier will be informed on the following 2-3 days before the activity:            a. room/ hall where will the food be delivered            b. date of delivery            c. guaranteed number of person per activity</p>								
2	<p><b>Catering Services for the 2nd semester General Registration of CAC on 29 January 2024-2 February 2024</b></p>								
	<p>Catering Services          AM Snacks/PM Snacks &amp; LUNCH          Event: CAC 2nd Sem enrollment          Date: 5 days (January 29-February 02, 2024)          Num of pax: 20 pax per day x 5 days          ABC: 500.00/pax per day          Place of delivery: CAC Building, Conference room</p> <p>-Packed Lunch and Snacks          -AM and PM SNACKS: any snacks with bottled/canned drinks          -LUNCH: Any 1 vegetable viand, 1 fish/chicken/pork/beef viand, Any 1 soup, Plain Rice, Any 1 dessert, 1 Bottled Drinking Water          Other Inclusions:          -Brewed Coffee to be served from 8:00am-5:00pm (includes paper cups, suger, creamer, stirrer)</p>			lot	1	₱ 50,000.00	₱ 50,000.00		
3	<p><b>Catering Services for the 2nd semester General Registration of CSS on 29 January 2024-2 February 2024</b></p>								
	<p>AM &amp; PM Snacks, Lunch for CSS General Registration on February 1, 2024 for 25 persons at 400.00/pax</p> <p>AM Snacks: Chicken Arrozcaldo with egg, Fresh Juice;          Lunch: 1 Fish, 1 chicken/pork, 1 Vegetable Dish, Dessert Drinks          PM Snack: Turon with Langka</p>								
	<p>AM &amp; PM Snacks, Lunch for CSS General Registration on February 2, 2024 for 25 persons at 400.00/pax</p> <p>AM Snacks: Empanada, Fresh Juice;          Lunch: 1 Fish, 1 chicken/pork, 1 Vegetable Dish, Dessert Drinks          PM Snack: Lelot Balatong and Kropec Prawn Crackers</p>								
	<p>AM &amp; PM Snacks, Lunch for CSS General Registration on January 29, 2024 for 25 persons at 400.00/pax</p> <p>AM Snacks: Banana Cue, Fresh Juice;          Lunch: 1 Fish, 1 chicken/pork, 1 Vegetable Dish, Dessert Drinks          PM Snack: Ginataang Bilo-Bilo with Langka</p>			lot	1	₱ 50,000.00	₱ 50,000.00		
	<p>AM &amp; PM Snacks, Lunch for CSS General Registration on January 30, 2024 for 25 persons at 400.00/pax</p> <p>AM Snacks: Ensaymada, Fresh Juice;          Lunch: 1 Fish, 1 chicken/pork, 1 Vegetable Dish, Dessert Drinks          PM Snack: Palitaw</p>								

AM & PM Snacks, Lunch for CSS General Registration on January 31, 2024 for 25 persons at 400.00/pax

AM Snacks: Pancit Miki Bihon, Fresh Juice;  
Lunch: 1 Fish, 1 chicken/pork, 1 Vegetable Dish, Dessert Drinks  
PM Snack: Biko

**Contract Award:** Per lot item (which means that supplier can bid for one item only or can bid for all items because awarding will be per line item)

**Delivery Period:** within 30 calendar days upon receipt of Purchase Order

**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.

*\*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item without checking the compliance column otherwise provide a counter-offer*

**\*\*WARRANTY INCLUDED**

\*\*\* Nothing Follows \*\*\*

**TOTAL: P 190,000.00**

**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: \_\_\_\_\_