



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: **Catering Services for the ASPIRE Program at UP Baguio on 1, 5, 12, 19, 26-27 February 2024**

Purchase Request No.: **21607**

Approved Budget for the Contract: **P185,000.00**

Date: **18 January 2024**

RFQ No. **3833**

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 and cc: bac.upbaguio@up.edu.ph with the subject heading **RFQ No. 3833** NOT LATER THAN **12:00 NN** on **23 January 2024**.
- 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:

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	Catering Services for the ASPIRE Program at UP Baguio on 1, 5, 12, 19, 26-27 February 2024				lot	1	P 185,000.00	P 185,000.00		
	REQUIREMENT AND SCOPE OF WORK: -The contract will be awarded as lot (ABC for AM and PM snacks is Php 250.00 per person; for lunch is Php 250.00 per person); -Offered menu must be submitted with the bid form. -Controlled buffet good for 60 persons on 1, 5, 12, 19 February 2024 and 65 persons on 26-27 February 2024. -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
 -Buffet set-up at CSS AVR

MODE OF PAYMENT:

-Bid Price shall be inclusive of all taxes and charges
 -No downpayment will be made
 -Payment will be made after the activity

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:
 -room/ hall where will the food be delivered
 -date of delivery
 -guaranteed number of person per activity

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 per line item)*

Delivery Period: *1, 5, 12, 19, 26-27 February 2024*

Mode of Payment: 30 days upon receipt of statement of billing or invoice. Payment will be based on the actual no. of pax attending in case of a meeting.

Provision for Change in Menu and Schedule: Two (2) - Three (3) calendar days before the scheduled event.

**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 185,000.00

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: _____