



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Catering Services for the Executive Staff Meeting and Executive Committee Meeting for the period February to June 2024

Purchase Request No.: 21606
Approved Budget for the Contract: P75,000.00

Date: 29 January 2024
RFQ No.: 3865
MOP: 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 P50,000 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 - spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with the subject heading RFQ No. 3865 NOT LATER THAN 12:00 NN on 2 February 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

Table with 10 columns: ITEM NO., GENERAL DESCRIPTION, Compliance with technical specifications (Pls. check) YES/NO, BRAND (N/A if not applicable), Unit of Measure (ex. pc, lot, kt), QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE\*, TOTAL QUOTED PRICE. Row 1: Catering Services for the Executive Staff Meeting and Executive Committee Meeting for the period February to June 2024. Row 2: Buffet meals (2 snacks and 1 lunch) February to June 2024. Includes contract award, delivery period, mode of payment, and warranty information.

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: