

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR VAT Reg. TIN: 000-864-006-00007 Telephone No. 074-442-3484 Email Address: spmo.upbaguio@up.edu.ph

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**

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 \$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 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.

Ma. Christine P. Berganio

- 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:

RUEL C. LESTINO

									Head, SPMO	
ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	(ex. pc,	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO		lot, kl)					
	Catering Services for the Executive Staff Meeting and Executive Committee Meeting for the period February to June 2024									
1	Buffet meals (2 snacks and 1 lunch) February to June 2024 Snacks consists of at least pasta, noodles, bread or it equivalent and drinks Mode of Payment and Additional Conditions: Offered menu must be submitted with bid form; Bid price shall be inclusive of all taxes and charges; No downpayment will be made; Payment will be based on the actual number of persons on the specific activity; Do not use styrofoam, disposable cups and utensils; Delivery of AM Snacks not later than 9:30 am and Meals not later than 11:30 am and PM Snacks Supplier must be informed on the following (if there are changes) 2-3 days before the activity/meeting: -The Venue, Date of Delivery, guaranteed number of persons				lot	1	₱ 75,000.00	₱ 75,000.00		

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: February to June 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:	₽	7	5	,0	0	0	.0	C

TOTAL	QUOTED	AMOUNT	ΙN	WORDS

After having carefully read and accepted	d your General Conditions, I/We quote you on the items at prices noted abov	e.
Name of the Company:	Tel. No. :	
Address:	Fax No. :	
Name of Representative:	Email Address:	
Position:		
Signature:	Date:	