



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Catering Services for the General Assembly on 5 April 2024 or 11 April 2024 and Finance Summit on 17-18 April 2024.

Purchase Request No.: 22187, 22182

Approved Budget for the Contract: P117,875.00

Date: 22 March 2024

RFQ No.: 4094

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. 4094 NOT LATER THAN 12:00 NN on 27 March 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, kl), QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE\*, TOTAL QUOTED PRICE. Row 1: Supply and Delivery of Food (Catering Services) for the General Assembly on 5 April 2024 or 11 April 2024. Price: P 61,875.00.

**Catering Services for the Finance Summit on 17-18 April 2024**

**Catering Services for the Finance Summit on 17-18 April 2024; good for 80 persons**  
**Venue: UP Balay Internasyonal, Function Hall, 6th floor**

**Meals Requirements:**

Controlled Buffet Set-up  
 PM snacks on 17 April 2024 - pasta or its equivalent, juice/ Water/ Coffee (Serving time: 3:30 pm)

AM snacks on 18 April 2024 - breads / mini sandwich / pica-pica or its equivalent, juice/ water and coffee (serving time: 10:30 am)

Lunch on 18 April 2024 - Pork Kare Kare, Roasted Chicken, Sweet and Sour Fish Fillet, Chopseuy, Egg Drop Soup, Steamed Rice, Mango Tapioca or Buko, Pandan Juice and Water (serving time: 12:00 nn)

PM snacks on 18 April 2024 - breads / mini sandwich / pica-pica or its equivalent, juice/ water and coffee (serving time: 2:30 pm)

**Inclusions for the activity:**

Free flowing coffee (8:00 am to 5:00 pm)  
 Free flowing drinking water (8:00 am to 5:00)  
 Complete set-up - buffet set-up. tables, white cloth napkins, cutlery, glass  
 at least 1- 2 waiter/s to assist  
 Caterers/ Suppliers Responsibilities  
 Suppliers should prepare and deliver appealing and tasteful food which satisfies the food safety and sanitation requirement of permitting authorities  
 Sufficient/substantial quality and timely serving should be observed and maintained  
 Warranty: For replacement of defective/spoiled meals

n/a lot 1 P 56,000.00 P 56,000.00

**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:** 5 April 2024/ 11 April 2024 and 17-18 April 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.

*#A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit. However, a copy of your Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.*

*\*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 117,875.00**

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