

PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

REQUEST FOR PRICE QUOTATION

Date: _____
RFP No.: 12 0418 - 450

Company Name: _____
Address: _____
TIN: _____
Business Permit No.: _____
PhilGEPS Cert. No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.
Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.


Atty. MAY ANGEL M. ESTOLAS
Acting Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item/s as follows:

Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				Remarks
				Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		
				Unit Price	Total Price	Yes	No	
Food Packages for 2018 PLM Christmas Party Celebration A. Approved Budget The approved budget for the Contract is THREE HUNDRED THIRTEEN THOUSAND FOUR HUNDRED PESOS (P313,400.00) inclusive of VAT and all other applicable government taxes and charges. Broken down as follows: Dinner – Food Packages (P350 @ 700 persons)P245,000.00 Giveaways (P100 @ 684persons)P68,400.00 Total P313,400.00 B. Description Date of Event <ul style="list-style-type: none">December 14, 2018, 4:30 PMUniversity Activity Center (UAC), PLM Mode of Serving Meals <ul style="list-style-type: none">Food Packed Meals with Drinks Type of Meal Food Packages (Standard Serving) coming from a reputable fastfood chain worth P350/person for 700 persons with the following options: <ul style="list-style-type: none"><u>Package 1:</u> Individual food packs containing ¼ Roast Chicken, ¼ Pork Ribs, Side Dish preferably corn and carrots, 1 cup rice, dessert preferably	1	lot	313,400.00					


Gen. Luna cor. Muralla Sts., Intramuros, Manila
Telefax No. (02)528-4592, Email add: procurement@plm.edu.ph

<p>brownies and muffins, gravy, set disposable spoon, fork and tissue and separate softdrinks (served cold) at least 300ml</p> <ul style="list-style-type: none"> Package 2: Individual food packs containing ½ Roast Chicken, Side Dish preferably corn and carrots, 1 cup rice, dessert preferably brownies and muffins, gravy, set disposable spoon, fork and tissue and separate softdrinks (served cold) at least 300ml <p>Type of giveaways Gift certificate worth P100 for 684 persons Set-up</p> <ul style="list-style-type: none"> Pre-Event <ol style="list-style-type: none"> Schedule and prepare for food taste session Event Proper <ol style="list-style-type: none"> Ingress at least one (1) hour before the start of the program Provide adequate manpower for the distribution of food, drinks and giveaways <p>C. Scope of Work</p> <ol style="list-style-type: none"> Provide food packages and drinks for 700 persons Provide giveaways as per preference of the end-user to 684 persons Free delivery of food packed meals and giveaways with no additional charge. Provide adequate number of uniformed crew who will assist in the distribution of food and drinks per table Have at least a coordinator assigned as person in charge Ensure and maintain the quality of food and drinks to be served Complete delivery of food packages, drinks and giveaways on the date and time of event. Ensure that the foodpackages shall be ready for distribution at least one (1) hour before the start of the program. Prepare and provide 								
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<p>sample of food packages during scheduled food tasting session</p> <p>10. Turn-over to PLM Christmas Committee any leftover food packages.</p> <p>11. The university shall impose liquidated damages equivalent to one-tenth (1/10) of one percent (1%) for every minute of delay if the food provider is not ready to serve the food packages one (1) hour before the start of the event.</p> <p>12. Where there is spoilage of food, the same shall be reported immediately to the coordinator of the food provider for evaluation and shall be replaced as soon as possible. If replacement is not possible the equivalent amount shall be deducted from the payment to the food provider.</p> <p>PLM shall</p> <p>1. Provide the venue for the event and coordinate with the food provider concerning set up and other pertinent details</p> <p>2. Provide appropriate/adequate space for the food providerto distribute the food, drinks and giveaways</p> <p>D. Criteria for Selection</p> <p>The proposal shall be evaluated during the pre-event by the Ad-hoc Committee on 2018 University Christmas Celebration based the cost quality method as follows:</p> <p>Criteria</p> <p>A. QUALITY</p> <p>1. Taste of Food – 80%</p> <p>2. Standard Serving in individual food packs – 20%</p> <p>Weight 80%</p> <p>B. COST 20%</p> <p>Total 100%</p>								
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<div>E. Required Valid Documents to be submitted:(for clarification with Procurement)<div>1. PHILGEPS Registration Number</div><div>2. At least fifteen (15)years experience in the fastfood business</div></div> <div>F. Payment Terms and Conditions</div> <div>Check payment inclusive of VAT and all other applicable government taxes and charges. Full settlement shall be made immediately after the function except if the food provider fails any of the conditions per scope of work and the equivalent liquidated damages is imposed.</div>								
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This is to certify that I personally conducted the canvass and that the data herein are true and correct.


NOLI C. DISCAYA, JR.
Canvasser

Mobile No.: 0925-7305799 (sun)
Email Add.: ncdiscaya@plm.edu.ph

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.:

Mobile No.:

E-Mail: