



## REQUEST FOR QUOTATION

Date: 23 March 2023  
RFQ No.: 100-23-01-309

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Food Provision for the National Immunization Program – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 180,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	Meals, - Am Snack, Lunch and Pm Snacks	105	pax	600.00	63,000.00		
2	AM Snack, - Pasta/ Noodles/ Toasted Bread - Bottled Water 500ml	530	pax	150.00	79,500.00		
3	PM Snacks, - Pasta/ Noodles/ Toasted Bread - Bottled Water 500ml  - Note: Please see refer to TOR	250	pax	150.00	37,500.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>180,000.00</b>			

**DELIVERY TERM:** Please refer to the Terms of Reference.

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or 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 subject to submission of the Mayor's Permit before the award of contract)
- **PhilGEPS Registration Number**
- **Income Tax Return** - (i) Annual ITR for the immediately preceding year; or (ii) latest submitted Quarterly ITRs together with latest available Annual ITR (If Annual ITR for the immediately preceding year is not yet available)

- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- Original or Certified True Copy of **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



**ATTY. PONCE MIGUEL D. LOPEZ**

Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.**


**Conforme:**


\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

 [pasigcity.gov.ph](http://pasigcity.gov.ph)

**TERMS OF REFERENCE (TOR) for NIP**

**A. PROCUREMENT TITLE**

Food provision of National Immunization Program training, orientation, seminar, meeting and community lectures covering period of April to December 2023.

**B. PROPONENT AND IMPLEMENTING AGENCY**

Pasig City Government – City Health Department – National Immunization Program

**C. DELIVERY SCHEDULE**

Date and time of delivery will be based on event/training/ schedule.

Meal should arrive on time

AM SNACKs at 8:00 am – not later than 9:00 am

Lunch at 11:00 am – not later than 12:00 pm

PM SNACKs at 2:00 pm – not later than 3:00 pm

**D. DELIVERY SITE**

Delivery site shall be at 7<sup>th</sup> floor Meeting Room at Pasig City Hall or to where the said activity/event shall take place between 8:00 am – 5:00 pm

**E. REQUIREMENT/SPECIFICATIONS**

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY	ESTIMATED COST
Meals for NIP implementation of new updates for TCL (target client list) and reporting forms  Participants: Doctors and all Health center staff	MARCH 14 , 2023 1:00 PM to 5:00 PM	<b>PM SNACK</b> white Spaghetti with toasted bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml  Note: With cutlery and tissue	50pax / session	Php 150.00 pax
Meals for pre orientation MR-OPV for the month of May 2 to May 31 2023  Participants: Health center staff/Program	April 11,2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with toasted bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml  Note: With cutlery and tissue	50pax / session	Php 150.00 pax
Meals for post orientation MR-OPV for the month of May 2 to May 31 2023  Participants: Health center staff/Program	June 13, 2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with toasted bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml  Note: With cutlery and tissue	50pax / session	Php 150.00 pax
Meals for cold chain and Logistics Monitoring in Health Center and lying  Participants: Health Centers Staff Program Manager	November 9, 2023 8:00 AM to 5:00 PM	<b>AM SNACK</b> chicken sopas / Champorado Bottled water 500 ml  <b>LUNCH</b> Rice boneless bangus Chicken inasal Fruit salad Bottled water 500 ml  <b>PM SNACK</b> Spaghetti / Baked Macaroni Bottled water with free flowing coffee  packaging : 2 division disposable bento box with plastic lid packaging : disposable cup with lid  Note: With cutlery and tissue	50 pax/day	Php 600 /pax
Meals for knowledge and social skills enhancement and implementation.  Participants: ALL PHA'S OF HEALTH CENTER district 1 and 2	April 17,2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with toasted bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml  Note: With cutlery and tissue	100 pax /day	Php 150.00 pax



	April 17, 2023 1:00 AM to 5:00 PM	<b>PM SNACK</b> Pancit canton with toasted bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml  Note: With cutlery and tissue	100 pax /day	Php 150.00 pax
Meals for knowledge and social skills enhancement and implementation.  Participants: ALL PHA'S OF HEALTH CENTER district 1 and 2	April 18, 2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with toasted bread Bottled water 500 ml packaging : 2 division disposable bento box with plastic lid  Note: With cutlery and tissue	100 pax /day	Php 150.00 pax
	April 18, 2023 1:00 AM to 5:00 PM	<b>PM SNACK</b> Pancit canton with toasted bread Bottled water 500 ml packaging : 2 division disposable bento box with plastic lid Note: With cutlery and tissue with plastic lid	100 pax /day	Php 150.00 pax
Meals for Orientation and refresher on School Based Immunization  Participants: School Principal, School Clinicians and School Nurse	September 25, 2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with 2 slice of bread Bottled water  packaging : 2 division disposable bento box with plastic lid  Note: With cutlery and tissue	50 pax/day	Php 150.00/pax
Meals for 1st quarter meeting and planning on National Immunization Program  Participants: Health center staff/Program managers	MARCH 13, 2023 8:00 AM to 12:00 AM	<b>AM SNACK</b> Baked lasagna with toasted Bread packaging : 2 division disposable bento box with plastic lid Bottled water 500 ml Note: With cutlery and tissue	60pax / session	Php 150.00 pax
Meals for 2nd quarterly meeting and Planning  Participants: Health center staff/Program managers	June 30, 2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> carbonara with 2 slice of garlic bread Bottled water  packaging : 2 division disposable bento box with plastic lid  Note: With cutlery and tissue	60 pax/day	Php 150.00/pax
Meals for 3rd quarterly meeting and Planning  Participants: Health center staff/Program managers	September 29, 2023 9:00 AM to 12:00 AM	<b>AM SNACK</b> Baked macaroni with 2 slice of bread Bottled water  packaging : 2 division disposable bento box with plastic lid  Note: With cutlery and tissue	60 pax/day	Php 150.00/pax
Meals for 4th Quarterly meeting	November 29, 2023 8:00 AM to 5:00 PM	<b>AM SNACK</b> Ginataan Bilobilo Bottled water 500 ml  <b>LUNCH</b> Rice mix vegetable Garlic Butter Shrimp Buko Pandan Bottled water 500 ml  <b>PM SNACK</b> Tuna Cucumber Sandwhich Bottled water with free flowing coffee packaging : 2 division disposable bento box with plastic lid packaging : disposable cup with lid  Note: With cutlery and tissue	55 pax/day	Php 600.00/pax

Prepared by:

Rosela Hidalgo, RM - 0917 340 2385

Noted by:

Nerriza Tresvelles, RN - 0917 755 6877

NIP Nurse Coordinator