



## REQUEST FOR QUOTATION

Date: 11 March 2023  
RFQ No.: 100-23-01-095

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 Monthly Infra Audit Meetings for the Building Official** with an Approved Budget for the Contract (ABC) of **Php 249,900.00**, 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	Food Pack, - Food for 34 staff of the Office of the Building Official for monthly meetings/updates for 21 meetings within 2023  - Meal Requirements: For lunch: 3 main dishes: fish / chicken / pork, vegetables, rice, dessert and drinks	714	pax	350.00	249,900.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>249,900.00</b>			
<b>DELIVERY TERM:</b> 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 Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)<sup>1</sup>
- 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))
- **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)

*F: Ponce Miguel D. Lopez*

**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)

<sup>1</sup>Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.



095

**TERMS OF REFERENCE**

**Technical Specifications**

Activity Title	<b>CONDUCT OF OFFICE MEETINGS AND INFRA AUDIT MEETINGS</b>
----------------	--

BUDGET			
NO.	DATE OF ACTIVITY	DESCRIPTION	Total
1	March 20, 2023	Heavy Lunch: - 2 Viands (Pork / Veggies) - Plain Rice - Dessert - Soda / Juice – 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
2	April 3, 2023	Heavy Lunch: - 2 Viands (Pork / Chicken) - Spaghetti Bolognese - Dessert - Soda / Juice – 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
3	April 17, 2023	Heavy Lunch: - 2 Viands (Chicken / Veggies) - Plain Rice - Dessert - Soda / Juice – 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
4	May 2, 2023	Heavy Lunch: - 2 Viands (Beef / Veggies) - Plain Rice - Dessert - Soda / Juice – 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
5	May 15, 2023	Heavy Lunch: - 2 Viands (Pork / Chicken) - Carbonara - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
6	May 29, 2023	Heavy Lunch: - 2 Viands (Beef / Fish) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00

7	June 19, 2023	Heavy Lunch: - 2 Viands (Fish / Veggies) - Pancit Canton - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
8	June 26, 2023	Heavy Lunch: - 2 Viands (Pork / Veggies) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
9	July 4, 2023	Heavy Lunch: - 2 Viands (Pork Shanghai / Chicken) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
10	July 17, 2023	Heavy Lunch: - 2 Viands (Chicken/ Fish) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
11	August 7, 2023	Heavy Lunch: - 2 Viands (Pork/ Fish) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
12	August 22, 2023	Heavy Lunch: - 2 Viands (Beef/ Chicken) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
13	September 4 2023	Heavy Lunch: - 2 Viands (Pork/ Chicken) - Carbonara - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
14	September 11, 2023	Heavy Lunch: - 2 Viands (Beef/ Fish) - Pancit Bihon - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
15	September 25, 2023	Heavy Lunch: - 2 Viands (Pork/ Chicken) - Pancit Canton - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00

16	October 16, 2023	Heavy Lunch: - 2 Viands (Pork/ Veggies) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
17	October 30, 2023	Heavy Lunch: - 2 Viands (Chicken/ Shanghai) - Pancit Canton - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
18	November 13, 2023	Heavy Lunch: - 2 Viands (Chicken/ Veggies) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
19	November 27, 2023	Heavy Lunch: - 2 Viands (Beef/ Chicken) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
20	December 11, 2023	Heavy Lunch: - 2 Viands (Chicken/ Pork) - Spaghetti Bolognese - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
21	December 18, 2023	Heavy Lunch: - 2 Viands (Chicken/ Fish) - Plain Rice - Dessert - Soda / Juice - 240 ml Total Lunch = 34 pax	34 pax x Php350.00 = Php.11,900.00
<b>TOTAL</b>			<b>Php249,900.00</b>

Package: Served on a plastic container per menu with plastic utensils, and packed on a brown carton box.

Delivery Terms: In coordination with the winning supplier. Food Packs to be delivered at the OBO Conference Room, located at the 6<sup>th</sup> Floor, Pasig City Hall, at around 11:00 in the morning per scheduled meeting.

Payment terms: Quarterly (March, June, October and December 2023)

Prepared by:

  
 Engr. Erliza S. Suela  
 Head, Mechanical Section  
 Head, Admin Section

Reviewed and Approved by:

  
 Engr. FRANCIS JEROME P. RONQUILLO  
 OIC, Office of the Building Official