



REQUEST FOR QUOTATION

Date: 14 March 2023
RFQ No.: 100-23-02-410

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 Mental Health Wellness in Gender Based Violence Prevention and Protection for the ABC President Office** with an Approved Budget for the Contract (ABC) of **Php 289,000.00**, 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	FOOD, - DAY 1 For Breakfast: *Choices of pasta with bread, Noodles with puto and silog meals *Freshly brewed coffee in percolator and tea *Free flowing drinking water- stored in barrel dispense to be served upon request. - For Lunch: Manage Buffet set-up *2 main dish(fish; choices of meat: chicken, pork or beef; and vegetables)soup, rice *100g dish per guest *dessert at least 120g per guest *Free flowing drinks(choice of iced tea) stored in barrel dispense to be served upon request - For AM/ PM Snacks: *Choice of pasta with bread, noodles with puto and drinks *Freshly brewed coffee in percolator and tea *Free flowing drinking water- stored in barrel dispense to be served upon request	170	pax	750.00	127,500.00		
2	Food, - DAY 2 For Breakfast:	170	pax	750.00	127,500.00		

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *



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	<ul style="list-style-type: none"> *Choices of pasta with bread, Noodles with puto and silog meals *Freshly brewed coffee in percolator and tea *Free flowing drinking water- stored in barrel dispense to be served upon request. <ul style="list-style-type: none"> - For Lunch: Manage Buffet set-up *2 main dish(fish; choices of meat: chicken, pork or beef; and vegetables)soup, rice *100g dish per guest *dessert at least 120g per guest *Free flowing drinks(choice of iced tea) stored in barrel dispense to be served upon request <ul style="list-style-type: none"> - For AM/ PM Snacks: *Choice of pasta with bread, noodles with puto and drinks *Freshly brewed coffee in pecolator and tea *Free flowing drinking water- stored in barrel dispense to be served upon request 						
3	Food, <ul style="list-style-type: none"> - DAY 3 For AM Snacks: *Choice of pasta with bread, noodles with puto and drinks *Freshly brewed coffee in pecolator and tea *Free flowing drinking water- stored in barrel dispense to be served upon request 	170	pax	200.00	34,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		289,000.00			
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 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)¹
- 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):

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

¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.



e. 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), 4th 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, 4th 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


ATTY. PONCE MIGUEL D. LOPEZ *dk*

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)

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TERMS OF REFERENCE

Technical Specifications

<i>Activity Title</i>	Mental Health Wellness in Gender Based Violence Prevention and Protection
<i>Budget Reference Code</i>	
<i>Budget Account Code</i>	
<i>PR Number</i>	

MEAL REQUIREMENTS

MEALS	March 27, 2023	March 28, 2023	March 30, 2023
Breakfast 170 px	✓	✓	
AM Snacks 170 px	✓	✓	✓
Lunch 170 px	✓	✓	
PM Snacks 170 px.			

- **For breakfast: -**
 - *choice of pasta with bread, Noodles with puto, silog meals,
 - *Freshly brewed coffee in percolator and tea
 - *Free flowing drinking water –stored in barrel dispense to be served upon request
- **For Lunch**
 - :- Manage Buffet set-up
 - *2 main dish (fish; choice of meat: chicken, pork or beef; and vegetables)*soup, rice,
 - *100g dish per guest
 - *dessert at least 120g dish per guest
 - *Free flowing drinks(choice of iced tea) stored in barrel dispense to be served upon request
- **For AM/PM Snacks:**
 - *choice of pasta with bread, noodles with puto, and drinks
 - *Freshly brewed coffee in percolator and tea
 - *Free flowing drinking water –stored in barrel dispense to be served upon request

OTHER REQUIREMENTS:

- Chairs and tables with covers
- Complete set-up which should be finished 30 minutes before the start of the event
- Freshly brewed coffee and instant iced tea in the entire event with complete utensils
- Free flowing drinking water in the entire event, hot and cold
- At least 5 food servers/catering staff
- Complete utensils, non-disposable plates, drinking glasses
- Paper table napkins

DELIVERY:

- The supplier shall provide the food with reasonable care, skills, and diligence.

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
MEALS:	170	pax	Php 750.00	Php 127,500.00
Day 1- (breakfast, AM snacks, Lunch, PM snacks)	170	pax	750.00	127,500.00
Day 2- (breakfast, AM snacks, Lunch, PM snacks)	170	pax	200.00	<u>34,000.00</u>
Day 3- AM snacks				<u>289,000.00</u>
TOTAL:				

DATE & TIME SCHEDULE:


Day 1- March 27, 2023
7:00 AM- 5:00 PM

Day 2- March 28, 2023
7:00 AM- 5:00 PM

Day 3- March 30, 2023
7:00- 12:00 PM

VENUE : The event will be done at Rainforest Fitness Center 2nd floor Conference Hall,
Maybunga, Pasig City (RAVE)

Requested by:


RIGOR J. ENRIQUEZ
LIGA President / ABC Dept.