



REQUEST FOR QUOTATION

Date: 15 March 2023
RFQ No.: 100-23-02-363

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 Food Provision for the Women's Month and GAD Gender Sensitivity Training for the Persons with Disability Affairs Office** with an Approved Budget for the Contract (ABC) of **Php 170,000.00**, 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	Catering Services (Buffet), - Package Inclusions: - Breakfast - AM Snack - Lunch - PM Snack - Dessert - Free Flowing Coffee, Tea and Hot Chocolate - Table and Chairs Set-up - Sound System inclusion: - Microphone (2) - speaker (2) - player/ mixer (1)	100	Pax	1,700.00	170,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		170,000.00			
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

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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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
- 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


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.

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

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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

For

Women with Disability and Gender Sensitivity Training

SOURCE OF FUNDS: General Fund of City Government of Pasig

I. BACKGROUND

Women with Disability Day is celebrated every last Monday of the month of March of every year. This is in reference to Presidential Proclamation No. 744 declaring as such. Gender Sensitivity Training is needed by women with disability to further understand gender equality.

II. VENUE AND DATE OF EVENT

TYPE OF ACTIVITY	DATE OF IMPLEMENTATION	QTY.	UNIT/ DESCRIPTION	AMOUNT
Women with Disability Day and Gender Sensitivity Training	March 27, 2023	100	Catering services	170,000.00

VENUE: Tanghalang Pasigueño

TIME: 8:00 AM to 4:00 PM

III. SPECIFICS

- Food will be catered and will be delivered at the venue. Below are the package inclusions:
 - A. Breakfast
 - Ham and cheese croissant
 - B. AM Snack
 - Chicken empanada
 - C. Lunch
 - Appetizer: Maki roll
 - Soup: Creamy Chicken soup
 - Main dish: oven roasted pork belly, baked dory fillet in tausi sauce, white sauce, white rice
 - Dessert: Shot dessert, mango tapioca
 - D. PM Snack
 - Cheese burger sandwich
 - E. Free-flowing coffee, tea and hot chocolate
- Tables and chairs set-up
- Sound System

IV. DELIVERY TERM

The delivery shall be on the date of the implementation

Prepared by:



HELEN G. CARMONA
Administrative Aide I
PDAO

Approved by:



JOSE REY Q. ESPINA
Executive Assistant V
OIC, PDAO