



REQUEST FOR QUOTATION

Date: 17 March 2023
RFQ No.: 100-23-02-374


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 of PCADAO for Various Programs, Projects, and Activities for the Anti-Drug Abuse Council of Pasig** with an Approved Budget for the Contract (ABC) of **Php 579,975.00**, 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
Community Services – Linisin and Basura, Itapon ang Droga							
1	Refreshments, - Food Packed (Ham and Egg Sandwich w/ 250ml. Bottled Water)	275	pax	75.00	20,625.00		
2	Bottled Water 500ml	260	pax	30.00	7,800.00		
Aftercare Program							
3	Refreshments, - Food Packed (Ham and Egg Sandwich or Hotdog w/ Cheese Sandwich or Cheeseburger Sandwich w/ 250ml. Bottled Water)	1300	pax	75.00	97,500.00		
Sippag Program (Values Enhancement)							
4	Refreshments, - Food Packed (Ham and Egg Sandwich or Hotdog w/ Cheese Sandwich or Cheeseburger Sandwich w/ 250ml. Bottled Water)	912	pax	75.00	68,400.00		
Drug Free Workshop Seminar							
5	Catering, - Breakfast (Hotsilog w/ Coffee) Lunch (1 Pork or Chicken and 1 Vegetable Menu w/ 1 Rice w/ 250ml. Bottled Water) PM Snack (Spaghetti or Pansit Guisado or Carbonara w/ 250ml. Bottled Water)	630	pax	450.00	283,500.00		
Strength Family Relationship for three (3) Weeks							

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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6	Food Packed Meal, - AM Snack (Tapsilog w/ 250ml. Bottled Water) Lunch (1 Pork and 1 Chicken Menu w/ 1 Rice w/ 250ml. Bottled Water) PM Snack (Spaghetti or Pansit Guisado or Carbonara w/ 250ml. Bottled Water)	227	pax	450.00	102,150.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	579,975.00		
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):

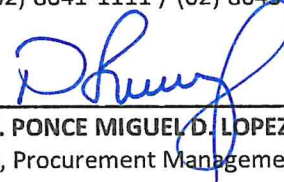
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [to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

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

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 (TOR)

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A. PROCUREMENT TITLE: Food Provision for Various Program and Projects

B. PROPONENT AND IMPLEMENTING AGENCY: Pasig City Anti-Drug Abuse Office (PCADAO) (ADCOP)

C. DELIVERY SITE: to be assigned


D. REQUIREMENT / SPECIFICATIONS:

ACTIVITY	SCHEDULE	TIME	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST
Drug Free Work Place	March 29, 2023	9:00 am	Catering - Breakfast (1 Hotsilog w/ Coffee) Lunch (1 Chicken or Pork and 1 Vegetable Menu, 1 Rice w/ 250ml. Bottled Water) PM Snack (1 Spaghetti or Pansit Guisado or Carbonara w/ 250ml. Bottled Water) w/ 3 Waiters, 2 Rectangular & 15 Round Table and Clothing	157 Pax	630 Pax	450.00 / Pax
	April 5, 2023			157 Pax		
	April 7, 2023			158 Pax		
	April 12, 2023			158 Pax		
Strengthen Family Relationship for 3 Weeks (Once a week)	April 22, 2023	8:00 AM	Food Packed Meal - AM SNACK (Tapsilog w/ 250 ml. Bottled water) LUNCH (1 Pork and 1 Chicken Menu w/ 250ml. Bottled Water) PM SNACK (Spaghetti or Pansit Guisado or Carbonara w/ 250ml. Bottled Water) (Bento Box)	69 Pax	227 Pax	450.00 / Pax
	April 29, 2023	8:00 AM		79 Pax		
	May 6, 2023	8:00 AM		79 Pax		
Community Service - Linisin and Basura, Itapon ang Droga	June 15, 2023	9:00 am	Food Packed Meal (1 Hotdogw/ Cheese or Ham & Egg or Cheeseburger Sandwich w/ 250ml. Bottled Water) (Foil Packs)	138 pax	275 Pax	75.00 / Pax
	June 16, 2023			137 pax		
	June 15, 2023		Bottle Water 250 ML	130 pax	260 Pax	60.00 / Pax
	June 16, 2023			130 pax		
Aftercare Program	April 5, 2023	9:00 am	Food Packed Meal (1 Hotdogw/ Cheese or Ham & Egg or Cheeseburger Sandwich w/ 250ml. Bottled Water) (Foil Packs)	65 Pax	1300 Pax	
	April 19, 2023			65 Pax		
	May 10, 2023			65 Pax		
	May 24, 2023			65 Pax		
	June 7, 2023			65 Pax		
	June 21, 2023			65 Pax		
	July 5, 2023			65 Pax		
	July 19, 2023			65 Pax		
	August 9, 2023			65 Pax		
	August 23, 2023			65 Pax		
	September 6, 2023			65 Pax		
Aftercare Program	September 20, 2023		Food Packed Meal (1 Hotdogw/ Cheese or Ham & Egg or Cheeseburger Sandwich w/ 250ml. Bottled Water) (Foil Packs)	65 Pax		
	October 11, 2023			65 Pax		
	October 25, 2023			65 Pax		
	November 8, 2023			65 Pax		
	November 22, 2023			65 Pax		
	December 6, 2023			65 Pax		
	December 13, 2023			65 Pax		
	December 20, 2023			65 Pax		
December 27, 2023	65 Pax					
	April 5, 2023			24		
	April 12, 2023			24		
	April 19, 2023			24		

ACTIVITY	SCHEDULE	TIME	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST
Values Enhancement (SIPAG Program)	April 26, 2023	9:00 am	Food Packed Meal (1 Hotdogw/ Cheese or Ham & Egg or Cheeseburger Sandwich w/ 250ml. Bottled Water) (Foil Packs)	24	912	75.00 / Pax
	May 3, 2023			24		
	May 10, 2023			24		
	May 17, 2023			24		
	May 24, 2023			24		
	May 31, 2023			24		
	June 7, 2023			24		
	June 14, 2023			24		
	June 21, 2023			24		
	June 28, 2023			24		
	July 5, 2023			24		
	July 12, 2023			24		
	July 19, 2023			24		
	July 26, 2023			24		
	August 2, 2023			24		
	August 9, 2023			24		
	August 16, 2023			24		
	August 23, 2023			24		
	August 30, 2023			24		
	September 6, 2023			24		
	September 13, 2023			24		
	September 20, 2023			24		
	September 27, 2023			24		
	October 4, 2023			24		
	October 11, 2023			24		
	October 18, 2023			24		
	October 25, 2023			24		
	November 8, 2023			24		
	November 15, 2023			24		
	November 22, 2023			24		
November 29, 2023	24					
December 6, 2023	24					
December 13, 2023	24					
December 20, 2023	24					
December 27, 2023	24					

• The payment will be staggered in monthly basis

REQUESTED BY:


ZENaida O. CONCEPCION
HEAD, PCADAQ