



REQUEST FOR QUOTATION

Date: 22 March 2023

RFQ No.: 100-23-02-525

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 Packs, Flower Arrangement, and Tarpaulin for the 2023 Women's Month Celebration for the General Services Office** with an Approved Budget for the Contract (ABC) of **Php 175,000.00**, 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
	MARCH 29, 2023						
1	Flower, - For Stage Decoration 20 dozens of white roses/ lavender 1 dozen per arrangement	20	set	1,000.00	20,000.00		
2	AM SNACK/ LUNCH/ PM SNACK, - March 29, 2023 - AM SNACK: 1 Pasta Dish, 1 Clubhouse Sandwich, Iced Tea, and Bottled Water - LUNCH: Rice, Beef Caldereta, 1 Veggie Side Dish, Iced Tea and Bottled Water - PM SNACK: 1 Carbonara, Brownies, and Iced Tea	230	pax	500.00	115,000.00		
3	BREAKFAST, LUNCH, PM SNACK, - March 30,2023 - BREAKFAST: Hotdog and Egg with fried rice and Bottle Water 350ml - AM SNACK: 1 Pasta Dish, Hotdogs Sandwich, and Iced Tea -Unlimited - LUNCH: Rice, Menudo, Iced Tea and Bottled Water 350ml - PM SNACK; 1 Pasta Dish Brownies, and Iced Tea -Unlimited	50	pax	800.00	40,000.00		

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"> - March 31,2023 - BREAKFAST, Hotdog and Egg with fried rice and Bottle Water 350ml - AM SNACK 1 Pasta Dish Hotdogs Sandwich and Iced Tea Unlimited - LUNCH: Rice, Beef Caldereta, 1 Veggies Side Dish Iced Tea, Bottled Water 350ml - PM SNACK: 1 Carbonara, Brownies, and Iced Tea 								
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	175,000.00						
DELIVERY TERM: Please refer to the Item Description.									

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):

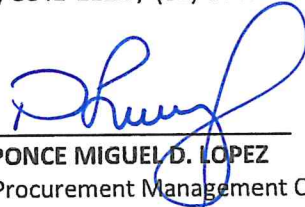
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [to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

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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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