



REQUEST FOR QUOTATION

Date: 22 March 2023

RFQ No.: 100-23-02-353

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 **Food Provision for the Weekly Executive Committee Meeting for the City Administrator's Office** with an Approved Budget for the Contract (ABC) of **Php 108,000.00**, 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, - PACKED LUNCH: Pack in a bento box with division with utensils (spoon and fork). 1 rice 1 viand; a choice of pork, chicken or beef 1 dessert - Drinks: 500ML of Bottled Water 3in1 coffee with cups and stirrer - Schedule: Every Wednesday of the month starting April 2023 to July 2023 (Total of 16 days) - Note: PR shall cover all items found in the attached Terms of Reference (please see attached TOR).	480	packs	225.00	108,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		108,000.00			
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:

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

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

 pasigcity.gov.ph

- **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):

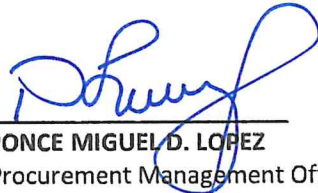
- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted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

Conforme:

_____	_____
Signature over Printed Name	Position
Duly authorized to sign quotation/offer for and on behalf of _____	
(Please indicate Company Name)	

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

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TERMS OF REFERENCE

ACTIVITY TITLE	Executive Committee Meeting			
	Dates	Estimated number of pax	No. of days	Estimated Unit Cost
April 05, 2023 to July 26, 2023 (every Wednesday)	30	16	225	108,000.00

I. Packaging

The meal shall be packed in a bento box with division with utensils.

II. The Packed Meals should include all of the following:

- Any packed meals for lunch; choice of Pork or Beef Caldereta, Roasted Chicken, 4pcs Chicken Wings, Pork or Chicken Adobo. Pork or Beef Steak, Bicol Express, Pork or Chicken Pinanyahan, etc. with rice; and any kind of desert; choice of brownies, buko pandan, coffee jelly, etc.;
- 500 ml of bottled water; and
- 3 in 1 coffee with stirrer and cups.

III. Delivery Time

Packed meals shall be delivered at exactly 10:00 a.m. at Pasig City Hall, C3 Conference Room.

IV. Schedule of Executive Committee Meeting

Executive Committee Meeting	Date and Time	No. of pax	Venue
Governance and Administration	April 05, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Fiscal, Regulatory and Economic Services	April 12, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Health Services and Education	April 19, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Social Services and Peace and Order	April 26, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Governance and Administration	May 03, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room

Office of the City Administrator
8/F Pasig City Hall
Caruncho Ave., San Nicolas
Pasig City, Metro Manila
Philippines

cityadministrator@pasigcity.gov.ph
+63(2)8643-1111 loc. 1811
<https://pasigcity.gov.ph>



Fiscal, Regulatory and Economic Services	May 10, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Health Services and Education	May 17, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Social Services and Peace and Order	May 24, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Governance and Administration	June 07, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Fiscal, Regulatory and Economic Services	June 14, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Health Services and Education	June 21, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Social Services and Peace and Order	June 28, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Governance and Administration	July 05 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Fiscal, Regulatory and Economic Services	July 12, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Health Services and Education	July 19, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room
Social Services and Peace and Order	July 26, 2023 / 10:00am to 12:00nn	30	Pasig City Hall, C3 Conference Room

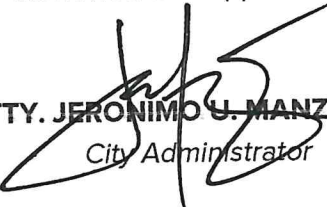
Note: Executive Committee meeting is scheduled every Wednesday of the week.

Prepared by:


KAMILLE ROSE V. PARAGAS
Administrative Aide III


ATTY. TOMAS C. APACIBLE II
Executive Assistant III

Reviewed and Approved by:


ATTY. JERONIMO U. MANZANERO
City Administrator

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