



## REQUEST FOR QUOTATION

Date: 25 March 2023  
RFQ No.: 100-23-03-614

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 Various Meetings and Activities for the City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 1,000,000.00**, 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 - With utensils and one (1) 350mL bottle of drinking water -Packed in biodegradable take-out containers with rice, vegetables, choice of beef/chicken/pork, and dessert - With free-flowing coffee  - Please see attached Terms of Reference for staggered delivery terms and other important details.	1200	pax	500.00	600,000.00		
2	Food, Packed Snacks - With utensils and one (1) 350mL bottle of drinking water -Packed in biodegradable take-out containers, either noodle/pasta dish or Filipino-style merienda - With free-flowing coffee  - Please see attached Terms of Reference for staggered delivery terms and other important details.	2000	pax	200.00	400,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>1,000,000.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

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

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

pasigcity.gov.ph

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)<sup>1</sup>
- 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):

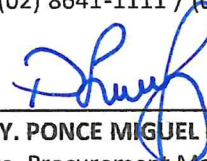
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto: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)

- <sup>1</sup>Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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**TERMS OF REFERENCE**  
**Procurement of Packed Meals for the Activities of the Office of the City Mayor**  
**PR No.**

	<b>Q2 (April - June)</b>	<b>Q3 (July - September)</b>	<b>TOTAL</b>
<b>Packed snacks</b> With utensils and one (1) 350mL bottle of water With free-flowing coffee <b>Php 200/pax</b>	<b>1,000</b>	<b>1,000</b>	<b>2,000</b>
<b>Packed lunch</b> With utensils and one (1) 350mL bottle of water With free-flowing coffee <b>Php 500/pax</b>	<b>600</b>	<b>600</b>	<b>1,200</b>
<b>Approved Budget for the Contract</b>			
<b>Packed snacks</b>	<b>Php 200 x 2,000</b>		<b>Php 400,000</b>
<b>Packed lunch</b>	<b>Php 500 x 1,200</b>		<b>Php 600,000</b>
	<b>TOTAL</b>		<b>Php 1,000,000</b>

**I. Scope of Work**

1. The Supplier shall provide **packed snacks** in biodegradable take-out containers, preferably a noodle/pasta dish or Filipino *merienda* food with one (1) 350mL bottle of purified drinking water. Menu options include, but are not limited to:
  - a. Noodle/pasta options: carbonara, baked mac, pancit palabok, pancit bihon, lasagna
  - b. Filipino *merienda* food options: arroz caldo, ginataang halo-halo, ginataang mais, sopas, champorado, empanada
2. Morning snacks must be delivered by **9:30a.m.** at the designated delivery location.
3. Afternoon snacks must be delivered by **2:30p.m.** at the designated delivery location.
4. The Supplier shall also provide **packed lunch** in biodegradable take-out containers, with one (1) 350mL bottle of purified drinking water, consisting of white rice, vegetables, choice of beef/pork/chicken, and dessert. Menu options include, but are not limited to:
  - a. Vegetable dish: chop suey, ensalada, ginisang monggo
  - b. Beef dish: beef caldereta, bistek Tagalog, beef kare-kare, roast beef
  - c. Chicken dish: chicken teriyaki, chicken pastel, adobong manok, fried chicken



- d. Pork dish: Bicol express, pork salpicao, pork katsudon, pork sinigang
- b. Dessert: fresh fruits, buko pandan, coffee jelly, chocolate brownie, gulaman
5. Lunch must be delivered by **11:00a.m.** at the designated delivery location.
6. A proposed menu with descriptions must be presented to the end user and must be approved by the end user.
7. The Supplier shall include paper table napkins, disposable utensils and bottled water (at least 350mL per bottle).
8. Free-flowing coffee shall be made available in a percolator, complete with sugar and creamer. Only wooden coffee stirrers are allowed. Non-disposable drinking cups must be used.
9. No dishwashing shall be done at the event location.
10. The Supplier shall deploy at least one (1) catering staff to assist at each event.
11. The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.
12. The Supplier shall ensure that the packed meals and other utensils are clean and kept in a hygienic and proper manner at all times.
13. When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
14. The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.
15. The End User shall give the Supplier at least two (2) days advance notice.
16. The Supplier shall bring **original** copies of the Delivery Receipt and Billing Statement/Sales Invoice during each event to be signed by and turned over to the end user. Payment will be processed **quarterly**, specifically in the months of June 2023, September 2023

Prepared by:

**ROBYN LOUISE DY**

*Office of the City Mayor*

Noted by:

**ERNIE AL O. EDRALIN**

*Executive Assistant V, Office of the City Mayor*