



## REQUEST FOR QUOTATION

Date: 20 April 2023  
RFQ No.: 100-23-03-671

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 Labor Day Celebration for the Pasig Employment Services Office** with an Approved Budget for the Contract (ABC) of **Php 150,000.00**, 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	Heavy Breakfast, - 9:00AM TO 4:00PM Beef Tapa with 185 grams of Garlic Fried rice with 20.5 oz medium fried egg and 240ml Pineapple juice (with utensils)	200	pax	200.00	40,000.00		
2	Food Lunch, - Beef salpicao, 185 grams of rice and 3oz Muffin cupcake, Veggie: 33grams Mashed potato with gravy and 350ml Purified Bottled water. (with utensils)	200	pax	350.00	70,000.00		
3	PM Snacks, - Baked Macaroni with Sandwich and 350ml Bottled Water (with utensils)	200	pax	200.00	40,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>150,000.00</b>			
<b>DELIVERY TERM:</b> 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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).
  - In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
    1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
    2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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

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



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

 [pasigcity.gov.ph](http://pasigcity.gov.ph)

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.

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

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



March 29, 2023

### TERMS OF REFERENCES

An Ordinance Implementing the first time Job seekers Assistance policy of the National Government and prescribing the duties and responsibilities of the Barangay and other involved personnel. Republic Act. 11261 also known as the "First Time Jobseekers Assistance Act to expand the accessibility to the government service and provide incentives to improve a first-time jobseeker's access employment, which waiver of fees and charges normally collected from the job applicants.

- First time Jobseekers – A Filipino Citizens who is actively seeking employment, locally or Abroad for the first time.
  - Graduates from all Schools, colleges, universities and Technical-vocational course.
  - An early school leaver or out – of School youth.
  - A person not employed or engaged in education or training, and not previously employed.
- No fees and other charges shall be collected from the first-time jobseekers, when obtaining the following, subject to requirement in.
  - Police clearance Certificate.
  - NBI clearance
  - Barangay clearance.
  - Medical Certificate from the public hospital, provided that the fees charges collected for laboratory test and other medical procedures required for the grant of medical certificate shall not be free of charge; (Birth Certificate, Marriage Certificate a TOR, TIN, and UMID.
- Whole day event from 9:00 am to 4:00 pm and directly supervised by the Public Employment Service Office (PESO).
- 1<sup>st</sup>-time jobseekers Act held at the QUADRANGLE in front of Pasig City Hall on MAY 02, 2023.

### DELIVERY SCHEDULE:

- Date and Time of Schedule will be based on event schedule at QAUNDRANGLE Pasig City Hall.
- Meal should arrive:
  - 7:30am Breakfast
  - 11:00am for LUNCH
  - PM snack at 2:30pm in the afternoon.

### REQUIREMENT SPECIFICATIONS:

SCHEDULE	ITEM DESCRIPTION	QUANTITY	ESTIMATED COST
<p><b>In Celebration of the coming LABOR DAY.</b></p> <p><b>May 02, 2023 – Friday</b> <b>9:00 am to 4:00pm</b></p>	<p><b>BREAKFAST:</b> Heavy Breakfast: Beef Tapa with 185grms of garlic fried rice with 20.5oz medium Fried Egg and 240ml Pineapple Juice with Utensils.</p>	200	200x200 = 40,000.00
	<p><b>LUNCH:</b> Beef Salpicao, 185grams of rice and 3oz Muffins Cupcake and Veggie, 33grams Mashed Potato with Gravy and 350ml Purified Bottle Water and with Utensils</p>	200	200x350=70,000.00
	<p><b>PM Snacks:</b> Baked Macaroni with Sandwich and 350ml Bottled Water and Utensils.</p>	200	200x200=40,000.00
	<p><b>WITH:</b> Free flowing coffee</p>		
			<b>Grand Total:150,000.00</b>

Prepared by:

**Robina C. Rada**  
PESO Office

Noted by:

**MS. JELENE L. SISON LOPEZ LLb,MSHR,RPm**  
PESO Manager