



REQUEST FOR QUOTATION

Date: 29 April 2023
RFQ No.: 100-23-02-359

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 **Procurement of Food Packs for Training Seminar for Thirty (30) Barangays in Pasig City for the CRIO – Barangay Affairs Office** with an Approved Budget for the Contract (ABC) of **Php 880,000.00**, 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 each total Cost per Item and/or 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	<p>Procurement of food packs for One Hundred Twenty (120) participants which includes Am Snacks, Lunch, Pm Snacks for three (3) days</p> <p>Food Packs for Session,</p> <ul style="list-style-type: none"> - For the supply and delivery of food packs: - Batch 1 - 670 PAX AM Snack - Club house 3 layers, coffee, 350ml bottled water Lunch - 2 viands (Relyenong Bangus and Morcon), rice, desert and 350ml bottled water (packaging: bento box, with spoon and fork) PM Snack - Baked lasagna, sandwich, 350ml bottled water - Batch 2 - 310 PAX AM Snack - Club house 3 layers, 350ml bottled water. Lunch - 2 viands (Kalderetang baka and Lumpiang ubod), rice, desert and 350ml bottled water (packaging: bento box, with spoon and fork) 	1100	PAX	800.00	880,000.00		

	PM Snack - Cheese Burger, 350ml bottled water - Batch 3 - 120 PAX AM Snack - Fetucinna Carbonara, 350ml bottled water Lunch - 2 viands (Chicken pastel and Pork hamonado), rice, desert and 350ml bottled water (packaging: bento box, with spoon and fork) PM Snack - Ginataang bilo-bilo, 350ml bottled water					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	880,000.00			
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:

- **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.

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

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


 pasigcity.gov.ph

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.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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

F: 

ATTY. PONCE MIGUEL D. LOPEZ JR.

Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, 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)

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

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Terms of Reference for P.R. No. 100-23-02-359

Training – Seminar for Thirty (30) Barangays in Pasig City. (BDC, BPOC, BCPC)

Batch 1

A. Packaging

- The meals shall be packed in a Bento Box with Spoon and fork.

B. Proposed Packed Meals

AM Snack

- Club house 3 layers, Coffee, 350ml bottled water.

Lunch

- 2 Viands (Relyenong Bangus and Morcon), rice, dessert and 350ml bottled water.

PM Snack

- Baked lasagna, sandwich, 350ml bottled water.

Batch 2

A. Packaging

- The meals shall be packed in a Bento Box with Spoon and fork.

B. Proposed Packed Meals

AM Snack

- Club house 3 layers, 350ml bottled water.

Lunch

- 2 Viands (Kalderetang baka and Lumpiang ubod), rice, dessert and 350ml bottled water.

PM Snack

- Cheese Burger, 350ml bottled water.

Batch 3

A. Packaging

- The meals shall be packed in a Bento Box with Spoon and fork.

B. Proposed Packed Meals

AM Snack

- Fetucinna Carbonara, 350ml bottled water.

Lunch

- 2 Viands (Chicken pastel and Pork hamonado), rice, dessert and 350ml bottled water.

PM Snack

- Ginataang bilo-bilo, 350ml bottled water.

C. Details of the Event

Training – Seminar for Thirty (30) Barangays (BDC, BPOC, BCPC)

Date: May 10, (BDC)/1 Day

May 9, 11 (BCPC)/2 Days

May 24, 25, 26 (BPOC)/3 Days

Venue: Administration Bldg. 2nd Floor, RAVE PARK, Maybunga, Pasig City
Tanghalang Pasigueño



(BCPC - May 9, 11)		
Meal Requirement	Delivery Time	Quantity
AM snack	7:00 AM	190 Packs
Lunch	11:00 AM	190 Packs
PM snack	2:00 PM	190 Packs
(BDC - May 10)		
Meal Requirement	Delivery Time	Quantity
AM snack	7:00 AM	360 Packs
Lunch	11:00 AM	360 Packs
PM snack	2:00 PM	360 Packs
(BPOC - May 24, 25, 26)		
Meal Requirement	Delivery Time	Quantity
AM snack	7:00 AM	120 Packs
Lunch	11:00 AM	120 Packs
PM snack	2:00 PM	120 Packs

Date of Delivery

Dates of Delivery	Number of PAX	Venue
May 10, 2023 (Batch 1-BDC)	360	Tanghalang Pasigueño
May 9, 2023 (Batch 1-BCPC)	190	Administration Bldg. 2 nd Floor, RAVE PARK
May 11, 2023 (Batch 2-BCPC)	190	Administration Bldg. 2 nd Floor, RAVE PARK
May 24, 2023 (Batch 1-BPOC)	120	Administration Bldg. 2 nd Floor, RAVE PARK
May 25, 2023 (Batch 2-BPOC)	120	Administration Bldg. 2 nd Floor, RAVE PARK
May 26, 2023 (Batch 3-BPOC)	120	Administration Bldg. 2 nd Floor, RAVE PARK

Prepared by:

Rebecca C. Infante
Rebecca C. Infante

Noted by:

Cecile Santiago - Blas
Cecile Santiago - Blas
Officer-in-Charge

Community Relations and Information Office