



REQUEST FOR QUOTATION

Date: 15 May 2023
RFQ No.: 100-23-03-537

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 Various kitchenware, Appliances and Furniture - PCGH** with an Approved Budget for the Contract (ABC) of **Php 585,100.00**, 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	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	CHAFFING DISH, - Stainless steel mirror finished Each set includes: 1. one full sized food pan (approx. L64; W44; H45cm) 2. 2 1/2" dripless water pan 3. dome cover (roll top cover) 4. two fuel holders 5. frame (includes two built-in hooks to hold the cover)		8	set	24,100.00	192,800.00		
2	CUP AND SAUCER, WHITE, - Ceramic - Cup contains 6-8 oz - Saucer is 5.5-inch diameter		60	set	250.00	15,000.00		
3	DESSERT FORK/ PASTRY FORK, - Thick Stainless steel 4 inch/100cm		60	pcs	50.00	3,000.00		
4	DIGITAL WALL CLOCK, - AM / PM and 24 Hours - Temperature / Day of Week / Date - LED display visible in day / night operation		2	pcs	2,600.00	5,200.00		

	<ul style="list-style-type: none"> - Power: 220V AC or 5V DC (Adapter Included) - Wall Display - Built-in battery back-up (for setting) - LED Color Available: Red - Product Dimensions: approx. 20" x 7.5" x 2" 							
5	<p>DIGITAL WEIGHING SCALE,</p> <ul style="list-style-type: none"> - Heavy Duty Multi-Functional Digital Kitchen Scale - Automatic Measuring Tool Non-Slip Electronic Weighing Scale with capacity scale of 5000g - Power Supply: 2 x 1.5V AAA - Measurement: approx. L21 x W16.5 x H1.5 cm 		2	pcs	1,400.00	2,800.00		
6	<p>DINNER PLATES, White color,</p> <ul style="list-style-type: none"> - Plain Ceramic - Approximately 9.5 to 10.5 inches in diameter 		60	pcs	225.00	13,500.00		
7	<p>DRINKING GLASS (HIGH BALL),</p> <ul style="list-style-type: none"> - can contain at least 280ml - 15.5 cm in height - 6.5 diameter 		60	pcs	145.00	8,700.00		
8	<p>ELECTRIC SOUP POT/ KETTLE,</p> <ul style="list-style-type: none"> - Commercial Type - " Net Weight: 4.8kg; Capacity: 10Liters. - Temperature Range: 35-95. - " Dimension: approx. 39cm Height. 34.5cm Diameter. 		2	pcs	6,500.00	13,000.00		
9	<p>FOLDING TABLE (RECTANGULAR),</p> <ul style="list-style-type: none"> - made of high-density polyethylene (HDPE) - Steel frame - lightweight - 4 feet- straight- 4-seater (approx. 48 - 50" L and 23-25" W) 		6	pcs	5,100.00	30,600.00		
10	<p>GLASS CRATE/ RACK,</p> <ul style="list-style-type: none"> - 24-25 compartment-glass rack - Plastic, color blue - High Density Polyethylene. Heavy Duty Plastic Crates. - Stackable. 		4	pcs	850.00	3,400.00		
11	<p>PITCHER (STAINLESS),</p> <ul style="list-style-type: none"> - Thick Stainless steel 80oz. - Approximately 13cm x 14cm x 20cm - With durable stainless handle 		6	pcs	800.00	4,800.00		
12	<p>PLASTIC FREEZER CONTAINER,</p> <ul style="list-style-type: none"> - high quality plastic material durable - with air-tight seal lock in the flavor, odor and nutrients of stored food - color: transparent with blue cover - capacity: 2.3L to 3.5L 		20	pcs	1,100.00	22,000.00		
13	<p>SALAD PLATE,</p> <ul style="list-style-type: none"> - White color, plain Ceramic - 7.5 to 8 inches in diameter 		60	pcs	160.00	9,600.00		
14	<p>SERVING TRAY (RECTANGLE),</p> <ul style="list-style-type: none"> - rectangle, black color, painted finish type, plastic material 		50	pcs	240.00	12,000.00		

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	- Dimension: approx. 16"Lx 12"Wx .75"H							
15	SERVING TRAY (RUBBERIZED), ROUND, - 25 inch in diameter - non-slip tray (rubberized) - With non-skid liner		12	pcs	1,000.00	12,000.00		
16	SOUP BOWL, - White - Ceramic - approx. 11.5 cm diameter - approx. 5.5 cm height		60	pcs	125.00	7,500.00		
17	STORAGE BOX, - Capacity: 58 Liters - Color: Transparent - Size(cm): approx. L-55/W-38.5/H-23.5 rectangle		12	pcs	900.00	10,800.00		
18	TABLE CLOTH (FOR 6 SEATER TABLE), - Size: 70"x 84" - Color: white - mixed cotton and polyester cloth - with embroidery using blue thread, about 2- inch height per letter, use capital letters (PCGH-NDS)		12	pcs	2,600.00	31,200.00		
19	TABLE NAPKIN (45x45cm), - Color: white - Machine Washable - mixed cotton and polyester cloth - with embroidery using blue thread, about 1/2 inch height per letter, use Capital Letters (PCGH-NDS)		60	pcs	180.00	10,800.00		
20	TEASPOON, - 4 inches/ 10cm, stainless steel		60	pcs	50.00	3,000.00		
21	TWIN BURNER INDUCTION COOKER, - 10 Power Level Settings Heavy-Duty, High-Energy Efficiency 10 Temperature Settings Up to 180 minutes Timer Child-Lock Function 3100 Watts Power " Color: black " Power Consumption: 3100 to 3300 watts. " Weight Capacity: 20kg. " Cookware size capacity: 24cm. " Timer up to 24-hours. Net weight: 4.75-515 kg Dimensions: (W x H x D): approx. 601-650 mm x 60-100mm x 376-415mm		1	unit	11,900.00	11,900.00		
22	ELECTRIC INSECT KILLER (UV LIGHT), - includes chain for hanging - Range up to 70 sq. meters - thermal fuse protected - with removable tray - Dimensions: approx. 615x110x290mm		2	unit	6,000.00	12,000.00		
23	2-DECK GAS HEATED BAKING OVEN, - Heavy Duty - Gas operated - Machine Body Material Stainless Steel - with a set of wheels mounted in a swivel frame - Safe glass protection for exceeding		1	unit	149,500.00	149,500.00		

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	Temperature and with high quality heating elements - Color: Silver - Operation Type: Semi-Automatic - With Upper and Lower Temperature Selection; digital timer, malfunction indicator, and with ON and OFF buttons for power supply and lighting - Temperature control: approx. 20-300? C - Dimension: approx.1330-1440mm x 890-980mm x 1380-1430mm - Capacity:2 decker, 4 trays, 100kg - Tray size: 400mm x 600mm (16x24") - Wattage: approx. 120-200w - Voltage: approx. 220-240 V					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	585,100.00			
DELIVERY TERM: Please refer to the Terms of Reference.						

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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;

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- 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].

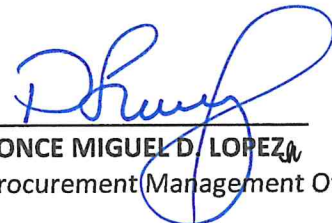
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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.

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



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, 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)

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**TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS KITCHEN
ESSENTIALS, UTENSILS and EQUIPMENT
- PCGH-NUTRITION AND DIETETICS SERVICES**

I. RATIONALE

The services of a competent and a dependable supplier is required to deliver various kitchen essentials, utensils and equipment needed at the Pasig City General Hospital Nutrition and Dietetics Services. Specific goods/items must be delivered based on Purchase Order and Terms of Reference in good condition and good quality.

II. SCOPE OF WORK

1. Specific Goods for procurement: Dinnerware, glassware, kitchen organizers, small electric appliances, equipment, linens, table and others stated in the Purchase Order.
2. Items to be delivered as requested in the Purchase Order must have a reasonable price keeping standards and quality of the supply items and must meet the specifications stated. Once specifications are not met the end-user has the right to refuse to accept and return the item for replacement.
3. Deliver presentable, durable and quality materials of items that will last a long time use.
4. Provide push carts to transport the supply items from the delivery service vehicle to the Dietary Storage.
5. All damaged/malfunctioned items caused during the transport of delivery is a responsibility of the supplier to change the item.
6. All electrical items must be tested and must be covered by a warranty.
7. Comply with the hospital/city Waste Management Program Policy.

III. DELIVERY TERMS

1. 30 days delivery after receipt of Notice to proceed.

IV. TERMS OF PAYMENT

1. The supplier can collect payments of their expense of the items delivered after the completion of delivery and after securing a certificate of completion from the end-user.
2. All delivered goods/ supplies must be reflected on the Delivery Receipts and Sales Invoices and must be submitted to the end-user on the day of the delivery.
3. Must attach all necessary documents required by the Accounting Department for the processing to avoid delay of payment.


V. MINIMUM REQUIREMENT FOR CONTRACTOR/SUPPLIER

1. Must present brochure, pictures or sample (for small items) of items.
2. At least 1 year ACTUAL experience for supplying various kitchen essentials, utensils and equipment in a hospital and must be certified by the past client.
3. Submit an AFFIDAVIT OF COMMITMENT with a list of Vehicle or means of transport available to be able to deliver the various kitchen essentials, utensils and equipment on time and within the period of the contract.
4. Supplier must provide a STANDARD COMPANY/AGENCY UNIFORM with IDENTIFICATION. Must wear company IDs for proper identification upon entry to the hospital premise.
5. Must follow strategic measures and health protocols implemented at PCGH.

VI. DAMAGE to GOVERNMENT PROPERTY

All damages that may occur on the PROPERTY of the PCGH which was caused by the supplier during the time of delivery within the period of this contract shall be paid by the SUPPLIER or should be replaced with a new one or of the same quality of the damaged property depending upon the approval of PCGH or PASIG CITY Officers.

Prepared by:


ELAINE MARIE V. MARCELO, RND
OIC-Nutrition and Dietetics Services