



## REQUEST FOR QUOTATION

Date: 16 May 2022  
RFQ No.: 100-23-02-378

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 Food Containers and Utensils for the Pasig City Community Kitchen - GSO** with an Approved Budget for the Contract (ABC) of **Php 901,124.00**, 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	PAPER MEAL BOX, - 2 Divisions, 600 pcs per box Dimension: 4 1/2 in x 6 1/2 in x 1 1/2 in) Thickness: 337 gsm +18g PE Variance of +/- 2 - 5 in measurement Biodegradable material laminated inside Color: White		16	box	2,352.00	37,632.00		
2	BENTO BOX, - 3 Divisions, 150 pcs per box Dimension: 8.8 in x 7.7 in x 1.4 " Variance of +/- 2 - 5 in measurement Material: Biodegradable Plastic Material/Microwavable/Recyclable Color: Transparent Cover: leak proof		48	box	1,579.20	75,801.60		
3	Bento Box, - 2 Divisions, 150 pcs per box Dimension: 8.8 in x 5.7 in x 2.2 in Variance of +/- 2 - 5 in measurement Material: Biodegradable Plastic Material/Microwavable/Recyclable		270	box	1,470.00	396,900.00		



	Color: Transparent Cover: leak proof							
4	Disposable Spoon, - 2,500 pcs per box 6 inches Biodegradable Material		61	box	3,203.20	195,395.20		
5	Disposable Fork, - 2,500 pcs per box 6 inches Biodegradable Material		61	box	3,203.20	195,395.20		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>901,124.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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;
- 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].

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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

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.

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

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



## TERMS OF REFERENCE

**PROJECT:** Supply and Delivery of other supplies and materials for the use of Pasig City Community Kitchen (PCKK)

**Source of Fund:** General Fund of City Government of Pasig

**Approved Budget for the Contract:** P 901,124.00

### I. INTRODUCTION

#### *Project Description*

This City Government desires to engage the services of a Service Contractor to provide Supplies and Materials for Pasig City Community Kitchen thru a Contract Agreement for twelve (12) months. The procurement for this project shall be in accordance With Republic Act No. 9184 or the "Government Procurement Reform Act"- Guidelines on Supply and Delivery of Supplies and Materials for Central Kitchen thru contract agreement.

#### *Objectives*

The primary objective of the project is to provide food to Offices with meals and a supplier that could provide the quantity or number of supplies and materials to cater to the needs of the City Government of Pasig and its Community. While the objective of this TOR is to provide conditions on the use of a multi-year contract and provide guidelines, instructions, and requirements, including the detailed scope of work and the general terms and conditions of the contract for prospective service providers.

### II. SCOPE OF WORK:

- a. Maintain the delivery requirement prescribes in the Contract
- b. Coordinate the delivery schedule to the Pasig City Community Kitchen

### III. GENERAL CONDITIONS

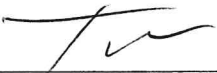
1. **The duration of the contract to be bid, will be for one (1) year; through the Approved Budget for the Contract (ABC).** Bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:
  - a. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of supplies and materials, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.
2. The service provider shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria that shall include, among others, the following:
  - a. quality of service/product delivered;
  - b. time management;
3. Before the end of each year, the End-user Units of the City Government shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria above stated.



4. Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts, Annex "I" of the Revised IRR of R.A. 9184.

#### IV. MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR THE CONTRACTOR

- Supplier/Contractor should submit and meet the mandatory product standards specified under the Department of Trade and Industry, have Standard Compliance Certificate (SCC)
- The supplies and materials should have the prescribed marking as ordered by the DTI.
- **Other Documentary Requirements**
  1. For the last five (5) years must have a single largest completed contract on supplies and materials as stated in the PO which should have a value equivalent to at least fifty-percent (50%) of the ABC for the project. The bidder should submit a copy of the completed contract, proof of payment; and certification of "Satisfactory" Performance.
  2. Must have a company profile with Financial Statement duly received by BIR and SEC;
  3. Preferably with an ISO Accreditation;
- **Schedule of Delivery/Requirments:**
  1. Based on the Terms and Conditions of the end-user
  2. Before/during the delivery
    - a) Coordinate with the procuring entity to facilitate the schedule of delivery
    - b) Submit P.O, DR, SI, NOA, NTP

  
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**Gilbert D. Malcolm**  
OIC, OGS – Central Supply Mgt. Div.

  
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**Maria Lourdes Gonzales**  
Executive Assistant IV



**TERMS AND CONDITIONS**  
**SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS**  
**FOR THE USE OF PASIG CITY COMMUNITY KITCHEN (PCCK)**

**A. Delivery of Orders**

1. The supplier shall deliver all supplies and materials in (3) three quarters. The delivery will be 25% for the 2<sup>nd</sup> quarter, 25% for the 3<sup>rd</sup> quarter, and 50% for the 4<sup>th</sup> quarter of CY 2023 as stated in the P.O.
2. The supplier shall be responsible for the source(s) of its goods/equipment and shall deliver the services in accordance with the schedule, and specification of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the contract.
3. ALL PRICES ARE FIXED, VALID, AND BIDDING BASED ON THE APPROVED CONTRACT.
4. No other cost shall be authorized unless otherwise specified in the contract/P.O.
5. Extension of delivery/performance time shall be upon written request of the supplier/service provider and approval by the procuring entity after consideration of reasonable and justifiable causes.

**A. Inspection**

1. The City Inspector reserves the right to inspect the supplies and materials to ensure compliance with the technical specification and standards set by the procuring entity.
2. Verify the number of supplies and materials delivered based on the Delivery Receipt or the number ordered by the end user.

**B. Delivery of Services**

1. The supplier shall provide the necessary personnel including tools and materials required to deliver the goods/ services.
  - Supplier shall provide supplies and materials clean and kept in a hygienic and proper manner at all times.
  - Must follow strategic measures and health protocols implemented at PCCK.
  - The schedule of delivery will be **as early as 10 AM at the Central Kitchen RAVE Compound, Barangay Maybunga, Pasig City.**
  - Delivery personnel shall have proper identification cards, be appropriately groomed, and observe proper hygiene.
2. The Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/ product(s) or inferior goods that were delivered within the delivery period **Shall be replaced As Soon Possible (ASAP) upon verbal notice** to that effect, otherwise, it shall be deducted from the billing.



3. The supplier shall not be allowed to change the goods in the P.O. Only for the reason of non-availability of goods/items, the supplier shall be allowed to change the brand, provided that the specification is equal to or superior to the original brand offered, and prior notice and approval were given by the procuring entity/ End-user Unit.

#### C. Terms of Payment

1. All delivered Meal boxes, spoons & forks must be reflected on the Delivery receipts and Sales invoice and must be submitted to the end user on the day of the delivery.
2. Must attach all necessary documents required by Asset Div. and Accounting Dept. for the processing of payment. Payment shall be made forty-five (45) days after the receipt of the Statement of Account (SOA)/month, or Invoice by the procuring entity/end-user

**Gilbert D. Malcolm**  
OIC, OGS – Central Supply Mgt. Div.

**Maria Lourdes Gonzales**  
Executive Assistant IV