



REQUEST FOR QUOTATION

Date: 31 May 2023
RFQ No.: 100-23-05-860

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 450th Araw ng Pasig Activities – 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 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	Packed meals, <ul style="list-style-type: none">- Packed in biodegradable take-out containers with utensils- Inclusion:<ul style="list-style-type: none">- rice, choice of 1 viand- (beef/chicken/pork), vegetables, and dessert- 500ml bottled water- Please see attached Terms of Reference	1940	pax	250.00	485,000.00		
	For VIPs						
2	Catering Services (Buffet), <ul style="list-style-type: none">- Inclusion:<ul style="list-style-type: none">- 2 main dishes;- 1 entree;- plain rice;- bottomless iced tea;- 1 dessert;- Tables and Chairs with Covers;- With Attendants; and- Dinner going midnight (with finger food)- Please see attached Terms of Reference	200	service	500.00	100,000.00		

3	PM Snacks, - Choice of sandwiches, noodle/pasta dish or Filipino merienda food - With Utensils and tissue, at least 1 500mL bottled purified drinking water - Please refer to the Terms of Reference for the complete details	4150	pax	100.00	415,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		1,000,000.00			
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



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)

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

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

 pasigcity.gov.ph



**Terms of Reference
for PR NO. 100-23-05-860
CONSOLIDATED FOOD REQUEST FOR VARIOUS 450TH ARAW NG PASIG EVENTS**

Approved Budget for the Contract		
Packed snacks	Php 100 x 4,150 pax	Php 415,000
Packed lunch/dinner	Php 250 x 1,940 pax	Php 485,000
Buffet dinner	Php 500 x 200 pax	Php 100,000
TOTAL		Php 1,000,000

Specifications for Catering Services (VIP Buffet Setup) for 200 Pax

Event: 450th Araw ng Pasig: Gabi ng Pasaalamat
Date: 02 July 2023
Time: 5:00PM- onwards
Venue: Pasig City Hall Quadrangle

Scope of Catering Services:

1. The Catering Services shall be a Buffet setup with round tables and chairs. The table shall be in white and blue tablecloth with one (1) center piece flower bouquet. Service provider must bring all tools and equipment needed to complete the buffet set up.
2. There shall be at least two (2) buffet table set-up with chafing dishes and servers. And each buffet table shall have an elegant floral arrangement.
3. The catering service provider may start their preparations ready in as early as 5:00PM and end at 10:30PM on the day of the event. **Food served shall be fresh and hot.**
4. The selected catering service shall provide catering staff to perform a range of tasks on the day of the event.
5. The following are the proposed inclusions in the buffet with at least Php500.00 budget per pax:
 - a. 2 main dishes (at least 100g per dish per guest);
 - b. 1 vegetable dish;
 - c. Plain Rice;
 - d. Bottomless Iced Tea, Water and Coffee;
 - e. 1 dessert; and
 - f. Finger food* *shall be served 2 hours after dinner*



6. The catering service provider shall have the menu approved by the end user. Sample menu is as follows:

Main Dishes:

- Pot Roast Beef with roasted herb potato.
- Fish Fillet with garlic mayo dip
- Buttered mixed vegetables
- Plain Steamed Rice
- Bottomless Iced Tea, Coffee and Water
- Mini clubhouse sandwiches/ croquette
- Buko pandan

① **Specifications for Packed Lunch/Dinner**

Each Packed Lunch/Dinner shall conform to the following conditions:

A. Packaging:

- The meals shall be packed in biodegradable take-out containers with utensils, tissue and at least 500mL bottled water.

B. Inclusions of each Packed Lunch/Dinner

- White Rice
- 1 dessert
- 1 viand (choice of beef/pork/chicken), at least 100g per serving
- 1 vegetable side dish
- Utensils and tissue
- 500ml bottled purified drinking water
- Menu must be approved by the end user. Sample menu is as follows:
 - rice, chicken teriyaki, mixed veggies, coffee jelly
 - rice, grilled liempo, pinakbet, brownie
 - rice, beef Salisbury steak, cabbage stir fry, cream puff

C. Delivery Time & Venue of the Packed Lunch/Dinner:

	DATE	TIME	VENUE	QTY
1	15 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
2	16 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
3	19 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
4	20 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
5	21 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
6	22 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch



	DATE	TIME	VENUE	QTY
7	23 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
8	25 June 2023	7:00am	Dance Fitness Marathon, Pasig City Hall Quadrangle	120 lunch
9	26 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
10	27 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
11	28 June 2023	11:00am	Valley of Colors, Brgy. Pineda	40 lunch
12	28 June 2023	6:00pm	Indak ng Pag-Asa, Pasig City Hall Quadrangle	500 dinner
13	29 June 2023	6:00pm	Indak ng Pag-Asa, Pasig City Hall Quadrangle	500 dinner
14	02 July 2023	6:00pm	Pasig City Hall Quadrangle	300 dinner
15	09 July 2023	7:00am	Padyak ng Pag-Asa, Caruncho Avenue	120 lunch

3 Specifications for Packed Snacks

Each Packed Snack shall conform to the following conditions:

A. Packaging:

- The meals shall be packed in biodegradable take-out containers with utensils, tissue and at least 500mL bottled water.

B. Inclusions of each Packed Snack:

- Choice of sandwiches, noodle/pasta dish or Filipino merienda food
- Utensils and tissue
- 500mL bottled purified drinking water
- Menu must be approved by the end user. Sample menu is as follows:
 - Lasagna with garlic toast
 - Arroz caldo with egg
 - Clubhouse sandwich

C. Delivery Time & Venue of the Packed Snacks:

	DATE	TIME	VENUE	QTY
1	15 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
2	15 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
3	16 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks



	DATE	TIME	VENUE	QTY
4	16 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
5	19 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
6	19 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
7	20 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
8	20 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
9	21 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
10	21 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
11	22 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
12	22 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
13	23 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
14	23 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
15	25 June 2023	7:00am	Dance Fitness Marathon, Pasig City Hall Quadrangle	1,425 snacks
16	26 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
17	26 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
18	27 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
19	27 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
20	28 June 2023	8:00am	Valley of Colors, Brgy. Pineda	40 snacks
21	28 June 2023	2:00pm	Valley of Colors, Brgy. Pineda	40 snacks
22	09 July 2023	7:00am	Padyak ng Pag-Asa, Caruncho Avenue	1,925 snacks

Changes in Schedule

- Should there be any changes in schedule, the end user shall give the winning Service Provider at least two (2) days notice.



Payment Processing

- The winning Service Provider shall bring **original** copies of the Delivery Receipt during each event to be signed by and turned over to the end user.
- The winning Service Provider shall provide the Billing Statement/Sales Invoice after the 09 July 2023 event. Payment will be processed once all deliveries are completed and all necessary documents are submitted to the end user.

Prepared By:


SARAH F. MARIANO
Office of the City Mayor

Noted by:


ERNIE AL O. EDRALIN
Executive Assistant IV