



REQUEST FOR QUOTATION

Date: 01 June 2023
RFQ No.: 100-23-04-729

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 Services and Flower Arrangements for the Various Events of Cultural Affairs and Tourism Office – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 87,500.00**, 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	Pica-pica, - *Please refer to the attached Terms of Reference for the complete details.	150	pax	200.00	30,000.00		
2	Flowers, - 3 flower arrangements, 5ftx80cm *Please refer to the attached Terms of Reference for the complete details.	3	sets	4,000.00	12,000.00		
3	Scroll (for the Ordinance), - *Please refer to the attached Terms of Reference for the complete details.	1	pc	5,000.00	5,000.00		
4	Pica-pica, - *Please refer to the attached Terms of Reference for the complete details.	150	set	200.00	30,000.00		
5	Opening flowers, - 2 flower arrangements, 5ftx80cm *Please refer to the attached Terms of Reference for the complete details.	2	set	5,000.00	10,000.00		
6	Special paper, - for invitations - 10 sheets/pack, white, 200 GSM, letter size	5	piece	100.00	500.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		87,500.00			

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.

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.

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



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



pasigcity.gov.ph

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

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 pasigcity.gov.ph



TERMS OF REFERENCE

for

FOOD SERVICES AND FLOWER ARRANGEMENTS FOR THE VARIOUS EVENTS OF CULTURAL AFFAIRS
AND TOURISM OFFICE

I. BACKGROUND

The City Government of Pasig is currently celebrating its 450th founding anniversary that has a series of events and activities for the Pasigueño. The commemoration of Birth Anniversary of Jovito Salonga and Nagsabado sa Pasig are two of the events for the 450th Araw ng Pasig.

II. SCHEDULE OF THE EVENTS

EVENT	DATE OF THE EVENT	LOCATION
Birth Anniversary of Jovito Salonga	June 22, 2023	PASIG CITY HALL
Nagsabado sa Pasig	August 29, 2023	SAN NICOLAS, PASIG CITY

III. SPECIFICS

Food Services:

The food services shall prepare and deliver the meals at the venue.

Food and drink:

EVENT	QUANTITY	DESCRIPTION
1. Birth Anniversary of Jovito Salonga	Pica-pica for 150 persons	Set up: Pica-pica style Food: <ul style="list-style-type: none">• 2 kinds of sandwiches• 1 kind of Pasta• Chicken lollipop• 2 kinds of desserts• Overflowing coffee, iced tea, and water
2. Nagsabado sa Pasig (Unveiling of Marker)	Pica-pica for 150 persons	Set up: Pica-pica style Food: <ul style="list-style-type: none">• 2 kinds of sandwiches• 1 kind of Pasta• Chicken lollipop• 2 kinds of desserts• Overflowing coffee, iced tea, and water



Flower Arrangements:

EVENT	DESCRIPTION
1. Birth Anniversary of Jovito Salonga	<ul style="list-style-type: none">• 3 Flower, 5ftx80cm• 3 Satin sash, namely:<ol style="list-style-type: none">1. City Government of Pasig2. (2) Birth Anniversary of Jovito Salonga • Scroll with print-out of Ordinance Size: 8.5 x 18 inches, portrait

Attached herewith is the photo of sample scroll for reference.

2. Nagsabado sa Pasig (Unveiling of Marker)	<ul style="list-style-type: none">• 2 Flower Arrangements for the unveiling, size: 5ftx80cm• 1 Ribbon cutting flower ball, color blue• 2 Satin sash, namely:<ol style="list-style-type: none">1. (2) Nagsabado sa Pasig
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Attached herewith is the photo of sample flower arrangement for reference.

IV. DELIVERY TERM

Staggered shall be the delivery term. *Please refer to numerical number II (Date & Venue of the Events) for the delivery dates.*

V. PAYMENT TERM

Shall be staggered payment term.

Prepared by:

Marie Charla A. Espino
Admin Aide IV
Cultural Affairs and Tourism Office

Noted by:

Christian Allen N. Echeche
Officer-in-Charge
Cultural Affairs and Tourism Office



SAMPLE FLOWER ARRANGEMENT (FOR BIRTH ANNIVERSARY OF JOVITO SALONGA AND NAGSABADO SA PASIG)

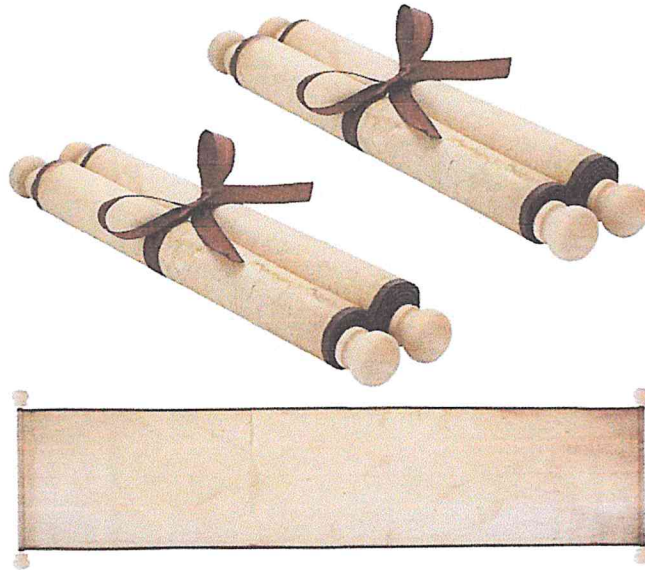
SAMPLE RIBBON CUTTING FLOWER BALL (FOR NAGSABADO SA PASIG)



Diameter size about 32 cm



SAMPLE SCROLL



Scroll with print-out of Ordinance (Copy of the Ordinance shall be provided by the end-user)

Size: 8.5 x 18 inches, portrait