

# PROCUREMENT MANAGEMENT OFFICE

# **REQUEST FOR QUOTATION**

Date: 14 June 2023 RFQ No.: 100-23-04-731

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 Various Events - CATO with an Approved Budget for the Contract (ABC) of Php 150,900.00, 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.

				Approve	ed Budget	Price	Offer
Item No.	Item Description	QTY	NoM	Unit Cost	Total Cost	Unit cost	Total Cost
	NATIONAL HEROES DAY					***************************************	1
1	Packed meals,  - Packaging: Bento box 1 rice, 1 viand, 1 vegetable, 350ml bottled water, and plastic utensils  - *Please refer to the attached Terms of Reference for the additional details	200	packs	125.00	25,000.00		
2	Flowers for Mayor,  5ftx85cm, 2 floral arrangements  - *Please refer to the attached Terms of Reference for the additional details	2	sets	6,000.00	12,000.00		
3	flowers to offer,  - 5ftx80cm, 4 floral arrangements  - *Please refer to the attached Terms of Reference for the additional details	4	sets	4,200.00	16,800.00		
4	Special paper, Invitation - white, 160 GSM, 8.5x11 in, 10 sheets/pack	5	packs	100.00	500.00		
	BONIFACIO DAY						



5	Packed meals,	200	packs	125.00	25,000.00		
	- Packaging: Bento box					-	
	1 rice, 1 viand, 1 vegetable, 350ml bottled water, and plastic utensils						
	- *Please refer to the attached Terms of Reference	1					
	for the additional details						
6	flower for mayor,	1	set	6,000.00	6,000.00		***************************************
	- 5ftx85cm, 1 floral arrangement						
	- *Please refer to the attached Terms of Reference						
	for the additional details						
7	flowers to offer, 5ftx80cm,	4	sets	4,200.00	16,800.00		
	<ul> <li>4 floral arrangements</li> </ul>						
	<ul> <li>*Please refer to the attached Terms of Reference</li> </ul>	1					
	for the additional details	<del> </del>	ļ				
8	Special paper,	5	packs	100.00	500.00		
	- Invitation - white, 160 GSM, 8.5x11 in, 10	1					
	sheets/pack	<del> </del>					
	RIZAL DAY						
9	Packed meals,	200	packs	125.00	25,000.00		
	- Packaging: Bento box						
	1 rice, 1 viand, 1 vegetable, 350ml bottled water, and plastic utensils						
	*Please refer to the attached Terms of Reference						
	for the additional details						
10	flower for mayor,	1	set	6,000.00	6,000.00		
10	- 5ftx85cm, 1 floral arrangement	1	300	0,000.00	0,000.00		
	*Please refer to the attached Terms of Reference						
	for the additional details						
11	flowers to offer,	4	sets	4,200.00	16,800.00		
	<ul> <li>5ftx80cm, 4 floral arrangements</li> </ul>						
	<ul> <li>*Please refer to the attached Terms of Reference</li> </ul>						
	for the additional details						
12	Special paper,	5	packs	100.00	500.00		
	- Invitation - white, 160 GSM, 8.5x11 in, 10	1	]			1	
	sheets/pack	ļ	l				
	: Other terms and conditions are stipulated in the attached	To	ital	150,	900.00		
	s of Reference, if any.	L		······································			
DELI	VERY 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:

 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.

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

<sup>(02) 8643-1111 \* (02) 8641-1111</sup> loc 1461 \* bidsandawards@pasigcity.gov.ph \* pasigcity.gov.ph

- 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)
- 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), 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 <a href="mailto:bidsandawards@pasigcity.gov.ph">bidsandawards@pasigcity.gov.ph</a>

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.

Signature over Printed Name	Position
Ouly authorized to sign quotation/offer for and on behalf of	(Please indicate Company Name)





#### 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 annually celebrating the National Heroes Day, Bonifacio Day, and Rizal Day to commemorate the Local and National events.

#### II. DATE AND VENUE OF EVENTS

EVENT	DATE & TIME OF THE EVENT	VENUE
National Heroes Day	August 28, 2023 / 7:00 A.M	Plaza Rizal, Brgy. Malinao, Pasig City
Bonifacio Day	November 30, 2023 / 7:00 A.M	Plaza Bonifacio, Brgy. San Jose, Pasig City
Rizal Day	December 30, 2023 / 7:00 A.M	Plaza Rizal, Brgy. Malinao, Pasig City

#### III. SPECIFICS

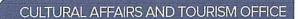
#### Food Services:

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

#### Food and drink:

EVENT	QUANTITY	DESCRIPTION
National Heroes Day	200 packed meals	Packaging: Bento Box, 3 partitions with plastic utensils (spoon & fork)
		Food: 1 rice, 1 beef or chicken, 1 vegetable, and 350 ml bottled water









Bonifacio Day	200 packed meals	Packaging: Bento Box, 3 partitions with plastic utensils (spoon & fork)
		Food: 1 rice, 1 beef or chicken, 1 vegetable, and 350 ml bottled water
Rizal Day	200 packed meals	Packaging: Bento Box, 3 partitions with plastic utensils (spoon & fork)
		Food: 1 rice, 1 beef or chicken, 1 vegetable, and 350 ml bottled water

Flower Arrangements:

EVENT	DESCRIPTION
National Heroes Day	<ul> <li>2 Flower Arrangements for Mayor, 5ftx85cm</li> <li>4 Flower Arrangements for the offering, 5ftx80cm</li> <li>6 Satin sash, namely: <ol> <li>(2) City Government of Pasig</li> <li>Pasig City Council</li> <li>National Agencies</li> <li>Non-Government Organizations</li> <li>Barangay Malinao</li> </ol> </li> </ul>
Bonifacio Day	<ul> <li>1 Flower Arrangement for Mayor, 5ftx85cm</li> <li>4 Flower Arrangements for the offering, 5ftx80cm</li> <li>5 Satin sash, namely:</li> <li>1. City Government of Pasig</li> <li>2. Pasig City Council</li> <li>3. National Agencies</li> <li>4. Non-Government Organizations</li> <li>5. Barangay San Jose</li> </ul>







### CULTURAL AFFAIRS AND TOURISM OFFICE

Rizal Day	<ul> <li>1 Flower Arrangement for Mayor, 5ftx85cm</li> <li>4 Flower Arrangements for the offering, 5ftx80cm</li> </ul>
	<ul><li>5 Satin sash, namely:</li><li>1. City Government of Pasig</li><li>2. Pasig City Council</li></ul>
	<ul><li>3. National Agencies</li><li>4. Non-Government Organizations</li></ul>
	5. Barangay Malinao

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

