



## 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.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
<b>NATIONAL HEROES DAY</b>							
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, 5ftx95cm, 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		
<b>BONIFACIO DAY</b>							



5	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		
6	flower for mayor, - 5ftx85cm, 1 floral arrangement - *Please refer to the attached Terms of Reference for the additional details	1	set	6,000.00	6,000.00		
7	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		
8	Special paper, - Invitation - white, 160 GSM, 8.5x11 in, 10 sheets/pack	5	packs	100.00	500.00		
<b>RIZAL DAY</b>							
9	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		
10	flower for mayor, - 5ftx85cm, 1 floral arrangement - *Please refer to the attached Terms of Reference for the additional details	1	set	6,000.00	6,000.00		
11	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		
12	Special paper, - Invitation - white, 160 GSM, 8.5x11 in, 10 sheets/pack	5	packs	100.00	500.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>150,900.00</b>			
<b>DELIVERY TERM:</b> 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.

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

**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	<b>Packaging:</b> Bento Box, 3 partitions with plastic utensils (spoon & fork)  <b>Food:</b> 1 rice, 1 beef or chicken, 1 vegetable, and 350 ml bottled water



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

**Flower Arrangements:**

EVENT	DESCRIPTION
National Heroes Day	<ul style="list-style-type: none"> <li>● 2 Flower Arrangements for Mayor, 5ftx85cm</li> <li>● 4 Flower Arrangements for the offering, 5ftx80cm</li> <li>● 6 Satin sash, namely:               <ol style="list-style-type: none"> <li>1. (2) 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 Malinao</li> </ol> </li> </ul>
Bonifacio Day	<ul style="list-style-type: none"> <li>● 1 Flower Arrangement for Mayor, 5ftx85cm</li> <li>● 4 Flower Arrangements for the offering, 5ftx80cm</li> <li>● 5 Satin sash, namely:               <ol style="list-style-type: none"> <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> </ol> </li> </ul>



Rizal Day	<ul style="list-style-type: none"><li>• 1 Flower Arrangement for Mayor, 5ftx85cm</li><li>• 4 Flower Arrangements for the offering, 5ftx80cm</li><li>• 5 Satin sash, namely:<ol style="list-style-type: none"><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 Malinao</li></ol></li></ul>
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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



4<sup>th</sup> Floor, Pasig Revolving Tower  
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila  
Tel: 86430000 – local 1156  
[cato@pasigcity.gov.ph](mailto:cato@pasigcity.gov.ph) [pasigtourismoffice@gmail.com](mailto:pasigtourismoffice@gmail.com)



PANAHON NG PASIGUEÑO