



## REQUEST FOR QUOTATION

Date: 15 June 2023  
RFQ No.: 100-23-03-619

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 Various Trainings and Seminars - CHO** with an Approved Budget for the Contract (ABC) of **Php 312,000.00**, 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	Food AM Snack, - 20 pax per day X 60 Days	1200	pax	150.00	180,000.00		
2	Meals, - Am Snacks, Lunch and Pm snacks - NOTE: Please refer to TOR	220	pax	600.00	132,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>312,000.00</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.
  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), 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.**

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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](mailto:bidsandawards@pasigcity.gov.ph) \*



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

**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



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



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## TERMS OF REFERENCE (TOR)

**A. PROCUREMENT TITLE**

Food provision of Adolescent Health Development Program training, orientation, seminar, meeting and community lectures covering period of July to December 2023.

**B. PROPONENT AND IMPLEMENTING AGENCY**

Pasig City Government – City Health Department – Adolescent Health Development Program

**C. DELIVERY SCHEDULE AND PAYMENT TERMS**

- date and time of delivery will be based on event/training/ schedule.
- meal should arrive on time
- AM Snacks at 8:00 am – not later than 8:30 am
- Lunch at 11:00 am – not later than 12:00 pm
- PM Snacks at 2:00 pm – not later than 3:00 pm

**D. DELIVERY SITE**

Delivery site shall be at Ground Floor of Megaparking 2 at Pasig City Hall Compound or to where the said activity/event shall take place between 8:00 am – 5:00 pm. Contact Person – Mark Ernest A. Ferrer – 09473151361.

**E. TERMS OF PAYMENT**

Processing of payment upon completion of delivery with acceptance and inspection report.

**F. REQUIREMENTS/SPECIFICATIONS (Technical)**

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY	ESTIMATED COST
<b>1. Meals Awareness on Risky Behavior in the Community</b>  Participants: Adolescents age 10-19 years old and Parents of adolescents in different barangays/AHDP Staff.	<b>July to December 2023</b> <b>9:00am-11:00am</b> <ul style="list-style-type: none"> <li>• July 17,19,21,25,27</li> <li>• August 14,16,18,22,24</li> <li>• September 18,20,22,25,27</li> <li>• October 16,18,20,24,</li> <li>• November 14,16,20,22,24,29</li> <li>• December 18,19,20,21,22,</li> </ul>	<b>AM SNACK</b> -Bottled water (500 ml) -Choices of pancit canton with puto, spaghetti with garlic bread, lugaw with egg, baked macaroni with garlic bread, tuna pesto or clubhouse sandwich wrapped in aluminum foil (Packaging: 2 division disposable bento box with plastic lid)  Note: with cutlery and tissue	20 pax/day	Php 150.00/pax
	<b>3:00pm-5:00pm</b> <ul style="list-style-type: none"> <li>• July 4,6,10,12,14</li> <li>• August 1,3,7,9,11</li> <li>• September 4,6,8,12,14</li> <li>• October 2,4,6,10,26,30</li> <li>• November 6,8,10,27</li> <li>• December 5,7,11,13,15</li> </ul>	-Bottled water (500 ml) -Choices of pancit canton with puto, spaghetti with garlic bread, lugaw with egg, baked macaroni with garlic bread, tuna pesto or clubhouse sandwich wrapped in aluminum foil (Packaging: 2 division disposable bento box with plastic lid)  Note: with cutlery and tissue	20 pax/day	Php 150.00/pax

<p><b>2. Meals for HEADSSS Assessment Tool Training (ADEPT)</b></p> <p>Participants: Primary Health Care Provider from Adolescent Friendly Facility/AHDP Staff</p>	<p><b>1<sup>st</sup> Batch</b> July 28, 2023 8:00 AM to 5:00 PM</p>	<p><b>AM Snack</b> -Baked Lasagna (Packaging: 1 division disposable bento box with plastic lid) -Bottled water (500 ml)</p> <p><b>Lunch</b> -Rice -Roast Beef -Crispy Chicken Fillet with Sauce -Leche Flan -Bottled water 500 ml (Packaging: 3 division disposable bento box with plastic lid)</p> <p><b>PM Snack</b> -Tuna and Cucumber Sandwich wrapped in aluminum foil -Bottled water 500 ml</p> <p>Note: with cutlery and tissue</p>	<p>75 pax</p>	<p>Php 600.00/pax</p>
	<p><b>2<sup>nd</sup> Batch</b> August 31, 2023 8:00 AM to 5:00 PM</p>	<p><b>AM SNACK</b> -Baked Penne Bechamel (Packaging: 1 division disposable bento box with plastic lid) -Bottled water (500 ml)</p> <p><b>LUNCH</b> -Rice -Chicken Flambe -Beef Broccoli -Buko Pandan -Bottled water 500 ml (Packaging: 3 division disposable bento box with plastic lid)</p> <p><b>PM SNACK</b> -Tuna Pesto (Packaging: 1 division disposable bento box with plastic lid) -Bottled water 500 ml</p> <p>Note: with cutlery and tissue</p>	<p>75 pax</p>	<p>Php 600.00/pax</p>

<p>3. Meals for Seminar on Awareness on Risky Behavior of Adolescents in the Community for SK (Sanggunian Kabataan) Officials</p> <p>Participants: 1 SK Chairman, 1 SK Councilor per Barangay/AHDP Staff and Resource Speakers</p>	<p>December 4, 2023 8:00 AM to 5:00 PM (1<sup>st</sup> batch)</p>	<p>AM SNACK -Chicken Sopas (Packaging: disposable plastic soup bowl) -Bottled water (500 ml)</p> <p>LUNCH -Rice -Beef Caldereta -Chicken Pastel -Mixed Fruits -Bottled water 500 ml (Packaging: 3 division disposable bento box with plastic lid)</p> <p>PM SNACK -Canton (Packaging: 1 division disposable bento box with plastic lid) -Bottled water 500 ml</p> <p>Note: with cutlery and tissue</p>	35 pax	Php 600.00/pax
	<p>December 11, 2023 8:00 AM to 5:00 PM (2<sup>nd</sup> batch)</p>	<p>AM SNACK -Baked Penne Bechamel (Packaging: 1 division disposable bento box with plastic lid) -Bottled water (500 ml)</p> <p>LUNCH -Rice -Chicken Flambe -Beef Broccoli -Buko Pandan -Bottled water 500 ml (Packaging: 3 division disposable bento box with plastic lid)</p> <p>PM SNACK -Tuna Pesto (Packaging: 1 division disposable bento box with plastic lid) -Bottled water 500 ml</p> <p>Note: with cutlery and tissue</p>	35 pax	Php 600.00/pax

Submitted by:

MA. LAARNI C. BERNANES, MD  
AHDP – Medical Coordinator  
End User

MARK ERNEST A. FERRER, RN  
AHDP – Nurse Coordinator  
End User

Approved by:

JOSEPH R. PANALIGAN, MD, MHA  
City Health Officer