



REQUEST FOR QUOTATION

Date: 22 June 2023
RFQ No.: 100-23-06-1418

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 Gawad Parangal para sa Natatanging Pasigueño Awarding Ceremony and Pamanang Galing ng Pasigueño - OCM with an Approved Budget for the Contract (ABC) of Php 265,000.00, 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, <ul style="list-style-type: none">- PM Snacks Buffet for the Gawad Parangal para sa Natatanging Pasigueno Awarding Ceremony (July 01 2023)- Assortment of sweet and savory finger food, with free-flowing coffee, juice and water- Cocktail table set up- Please see attached Terms of Reference for additional details.	180	pax	500.00	90,000.00		
2	Packed meals, <ul style="list-style-type: none">- For performers and organizers of Pamanang Galing ng Pasigueno, August 26 2023- With plastic utensils and one (1) 500mL bottle of drinking water- Packed in biodegradable take-out containers with 1 cup of rice, vegetables, choice of beef/chicken/pork, and dessert- With free-flowing coffee- Please see attached Terms of Reference for delivery terms and other important details.	500	packs	350.00	175,000.00		

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	265,000.00	
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.


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

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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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

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TERMS OF REFERENCE

Procurement of Meals for the Gawad Parangal para sa Natatanging Pasigueno Awarding Ceremony and Pamanang Galing ng Pasigueno

PR No.

	Number of Pax	Date and Location	Approved Budget for the Contract
Packed meals With plastic utensils and one (1) 500mL bottle of water With free-flowing coffee Php 350/pax	500	August 26, 2023 Tanghalang Rizal, Rizal High School, Brgy Canlogan	Php 175,000.00
PM Snacks Buffet With assortment of sweet and savory finger food, with free-flowing coffee, water and Juice With cocktail table set up Php 500/pax	180	July 01, 2023 Tanghalang Rizal, Rizal High School, Brgy Canlogan	Php 90,000.00
		TOTAL	Php 265,000.00

I. Scope of Work for Packed Meals

1. The Supplier shall provide **packed meals** in biodegradable take-out containers, with one (1) 500mL bottle of purified drinking water, consisting of white rice, vegetables, choice of beef/pork/chicken, and dessert. Menu options include, but are not limited to:
 - a. Vegetable dish: chop suey, ensalada, ginisang monggo
 - b. Beef dish: beef caldereta, bistek Tagalog, beef kare-kare, roast beef
 - c. Chicken dish: chicken teriyaki, chicken pastel, adobong manok, fried chicken
 - d. Pork dish: Bicol express, pork salpicao, pork katsudon, pork sinigang
 - e. Dessert: fresh fruits, buko pandan, coffee jelly, chocolate brownie, gulaman
2. Meals must be delivered by **5:00p.m.** at the designated delivery location.
3. A proposed menu with descriptions must be presented to the end user and must be approved by the end user.
4. The Supplier shall include paper table napkins, disposable utensils and bottled water (at least 500mL per bottle).

II. Scope of Work for PM Snacks Buffet

1. The Supplier shall provide an assortment of finger food with at least three (3) sweet options and at least three (3) savory options, which will be served buffet style. Menu options include, but are not limited to:
 - a. Savory options - club sandwich, chicken/beef shawarma wrap, chicken/beef skewers, chicken poppers, beef sliders
 - b. Sweet options - turon, mini cakes, cupcakes, brownies, cookies, churros

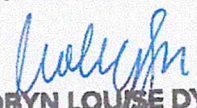


2. A proposed menu with descriptions must be presented to the end user at least three (3) days before the event. Menu must be approved by the end user.
3. The Supplier shall set up high tables/cocktail tables with clean tablecloths and simple centerpieces good for the expected number of guests.
4. The Supplier shall provide paper table napkins, reusable dining wares, at least one (1) water dispenser and all other kitchen utensils and equipment, which are necessary for the serving of food. Only wooden coffee stirrers are allowed. Drinking water and fresh fruit juice shall also be made available for the guests.

III. Other Specifications

1. Free-flowing coffee shall be made available in a percolator, complete with sugar and creamer. Only wooden coffee stirrers are allowed. Non-disposable drinking cups must be used.
2. No dishwashing shall be done at the event location.
3. The Supplier shall deploy at least one (1) catering staff to assist at each event.
4. The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.
5. The Supplier shall ensure that the packed meals and other utensils are clean and kept in a hygienic and proper manner at all times.
6. When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
7. The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.
8. The End User shall give the Supplier at least two (2) days advance notice.
9. The Supplier shall bring original copies of the Delivery Receipt and Billing Statement/Sales Invoice during each event to be signed by and turned over to the end user. Payment will be processed after the August 26, 2023 event.

Prepared by:


ROBYN LOUISE DY
 Office of the City Mayor

Noted by:


ERNIE AL O. EDRALIN
 Executive Assistant V, Office of the City Mayor

