



REQUEST FOR QUOTATION

Date: 26 June 2023
RFQ No.: 100-23-06-1410

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 450th National Disability Preventive and Re-habitation Week - PDAO** with an Approved Budget for the Contract (ABC) of **Php 189,150.00**, 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 packs, - Heavy Rice Meal inclusions: 1 Chicken Dish and rice bottled water 350ml 2 compartment paper container (white) spoon & fork (plastic)	390	pack	185.00	72,150.00		
2	Banquet and Catering Management, - Inclusions: Banquet - Am Snack - Lunch - PM Snack free flowing coffee, tea and hot Choco 80 pax 100 pax	180	pax	650.00	117,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		189,150.00			
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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TERMS OF REFERENCE

For

NATIONAL DISABILITY PREVENTION AND REHABILITATION (NDPR) WEEK

SOURCE OF FUNDS: General Fund of the City Government of Pasig

I. BACKGROUND

Proclamation no. 1870, which was issued on June 22, 1979, has been declared in observance of the 3rd week of July as the National Disability Prevention and rehabilitation Week

The 45th National Disability Prevention and Rehabilitation Week is a week long celebration that has theme, "PWD Accessibility and Rights: Towards A Sustainable Future where No One is Left Behind".

II. VENUE AND DATE OF EVENT

A. Persons With Disability Affairs Office (PDAO)

TYPE OF ACTIVITY	DATE OF IMPLEMENTATION	QTY.	UNIT/ DESCRIPTION	AMOUNT
NDPR WEEK	July 17, 2023	25	Food and drinks	72,150.00
	July 19, 2023	250		
	July 22, 2023	85		
	July 22, 2023	30		

III. SPECIFIC


- Heavy Rice Meal
Inclusion:
- 1 chicken Dish and rice
- Bottled water 250ml
- 2 compartment paper containers (white)
- Spoon and fork (plastic)

IV. DELIVERY TERM


The delivery will be on the implementation date



Prepared by:


PRINCESS RICHDALINE I. DILLERA
Administrative Aide I
PDAO

Approved by:


HELEN G. CARMONA
Disability Affairs Officer IV
Head, PDAO



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II. VENUE AND DATE OF EVENT

A. Kalawaan Multi-purpose Hall, Kalawaan, Pasig City

TYPE OF ACTIVITY	DATE OF IMPLEMENTATION	QTY.	UNIT/ DESCRIPTION	AMOUNT
Free Psychological Assessment	July 21, 2023	80	Catering services	117,000.00
Orientation and Awareness in Mental Health	July 22, 2023	100		

III. SPECIFIC

- AM snack: Chicken Sandwich
- Lunch:
 - 1 beef dish
 - 1 chicken dish
 - 1 pork dish
 - 1 dessert
- PM snack: Macaroni and cheese
- Free-flowing coffee, tea and hot chocolate

IV. DELIVERY TERM

The delivery will be on the implementation date



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Administrative Aide I
PDAO

Approved by:

HELEN G. CARMONA
Disability Affairs Officer IV
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