

## PROCUREMENT MANAGEMENT OFFICE

# **REQUEST FOR QUOTATION**

Date: 05 July 2023 RFQ No.: 100-23-06-1328

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 Series of Activities on Updating the Risk-Informed and Gender-Responsive Zoning Ordinance of the City of Pasig - CPDO with an Approved Budget for the Contract (ABC) of Php 460,000.00, 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.

					Approved Budget		Price Offer	
Item No.		Item Description	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	Food,	Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Review of the Zoning Ordinance's First Draft) on September 12, 2023 Food Inclusion: AM Snack, Lunch, PM Snack (See terms or reference for specific details)	30	pax	1,500.00	45,000.00		
2	FOOD, - - -	Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Review of the Zoning Ordinance's Second Draft) on September 28, 2023 Food Inclusion: AM Snack, Lunch, PM Snack (See terms or reference for specific details)	30	pax	1,500.00	45,000.00		
3	Food, - - -	Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Conduct of First Public Hearing (Updating of Zoning Ordinance) on October 3, 2023. Food Inclusion: Snacks	300	рах	320.00	96,000.00		



4 Food, - Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Conduct of Second Public Hearing (Updating of Zoning Ordinance) on - October 9, 2023 Food Inclusion: Snacks - (See terms or reference for specific details)  5 Food, - Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Conduct of Third Public Hearing (Updating of Zoning Ordinance) on - October 13, 2023 Food Inclusion: Snacks (See terms or reference for specific details)  6 Food, - Procurement of Food for the conduct of Series of Activities for the Updating of Risk-Informed and Gender-Responsive Zoning Ordinance of City of Pasig (Preparation of the Communication Plan for the Updating of the Zoning Ordinance on November 16, 2023 Food Inclusion: AM snacks, Lunch & PM snacks - (See terms or reference for specific details)		-	(See terms or reference for specific details)						
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10131 400,000			terms and conditions are stipulated in the attached Terms	Tot	al	460,	00.00		
of Reference, if any.  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)
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power of Attorney, if individual.

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

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

pasigcity.gov.ph
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#### 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.

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





# **Technical Specifications**

**TERMS OF REFERENCE** 

Activity Title	SERIES OF ACTIVITIES FOR THE UPDATING OF THE RISK-INFORMED AND GENDER-RESPONSIVE ZONING ORDINANCE OF THE CITY OF PASIG
Budget Account Code	5-02-99-990
Budget Reference Code	1000-000-2-1-09-001-003-000
PR Number	100-23-06-1328

DATE OF ACTIVITY	Estimated Number of Pax	FOOD INCLUSION	Total Estimated Budget
September 12, 2023	30 pax	<ul><li>AM SNACK,</li><li>LUNCH,</li><li>PM SNACK</li></ul>	Php 45,000.00
September 28, 2023	30 pax	<ul><li>AM SNACK,</li><li>LUNCH,</li><li>PM SNACK</li></ul>	Php 45,000.00
October 03, 2023	300 pax	SNACK MEAL TYPE ONLY	Php 96,000.00
October 09, 2023	300 pax	SNACK MEAL TYPE ONLY	Php 96,000.00
October 13, 2023	300 pax	SNACK MEAL TYPE ONLY	Php 96,000.00
November 16, 2023	50 pax	<ul><li>AM SNACK,</li><li>LUNCH,</li><li>PM SNACK</li></ul>	Php 82,000.00
	Php 460,000.00		

# MEAL REQUIREMENTS for September 12, 28 and November 16, 2023

# AM SNACK Light meals

- Non disposable eating wares
- Choices of at least 2 (Banana turon with jackfruit, bananaque, pinaypay na maruyang saging, camote que, sticky rice suman, biko, bibingka or native foods)
- Freshly brewed coffee in percolator and instant tea, only wooden stirrer allowed







#### LUNCH

- Managed Buffet Set-Up/ Chafing Dish set-up
- Choice of 3 main dishes (chicken, pork, fish, seafoods, beef), vegetable, and rice
- At least 100g/dish per guest
- Dessert (dry, not messy) 120 grams per guest
- Free-flowing drinks (choice of iced tea)- stored in glass barrel dispenser, to be served upon request only)
- Freshly brewed coffee in percolator and instant tea, only wooden stirrer allowed

## PM SNACK

- Filipino merienda dishes/delicacies, choices of at least 3 (bibingka, malagkit rice suman, suman cassava, turon, or small ensaymadas, or native foods)
- Freshly brewed coffee in percolator and instant tea, only wooden stirrer allowed

## **OTHER REQUIREMENTS:**

- Chairs and tables with covers and simple centerpiece for table
- Complete set-up which should be finished 30 minutes before the start of the event
- Freshly brewed coffee and instant tea in the entire event with complete utensils (Only disposable stirrer is allowed)
- Free Flowing drinking water in the entire event (cold and hot)
   (Shall be in water dispenser, no water bottles)
- At least 5 Food servers/catering staff
- Complete utensils, non-disposable plates, drinking glasses
- Paper table napkins

# MEAL REQUIREMENTS for October 3, 9, and 13, 2023 (Public Hearings)

### **SNACK**

- -Packed meals (choice of 2: clubhouse, quarter pounder burger, pasta with garlic bread, finger foods)
- bottled mineral bottle (500 ml)
- Freshly brewed coffee in percolator and instant tea, only wooden stirrer allowed

## OTHER REQUIREMENTS:

- At least 5 Food servers/catering staff
- Provision for tissue paper / food wipes





### **DELIVERY:**

- The Supplier shall provide the food with reasonable care, skill, and diligence.
   All goods supplied shall be new, fresh, and clean.
- The Supplier must deliver the food on time and should be served following the schedule specified in the above requirements.

#### OTHER TERMS AND CONDITIONS:

- The Supplier must submit the detailed food line up for AM snacks, lunch, and PM snacks with descriptions as necessary.
- The Supplier shall ensure that food containers and other items must be clean and kept in a hygienic and proper manner at all times.
- Where the food is rejected as being damaged, spoiled or otherwise failing to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace, re-perform and/or take such corrective action as may be required to enable the foods to conform to the requirements and satisfaction of the enduser.

Prepared by:

JOHN G. CEROMINES Sr. Admin. Asst. II Reviewed/Approved By:

ENP. PRISCE/LA B. MEJILLANO, MGM CGDH II – City Planning and Development Coordinator

