



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.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				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	pax	320.00	96,000.00		


	- (See terms or reference for specific details)						
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)	300	pax	320.00	96,000.00		
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)	300	pax	320.00	96,000.00		
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)	50	pax	1,640.00	82,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		460,000.00			
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.

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

Technical Specifications

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 style="list-style-type: none">• AM SNACK,• LUNCH,• PM SNACK	Php 45,000.00
September 28, 2023	30 pax	<ul style="list-style-type: none">• AM SNACK,• LUNCH,• PM SNACK	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 style="list-style-type: none">• AM SNACK,• LUNCH,• PM SNACK	Php 82,000.00
TOTAL AMOUNT			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





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

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 end-user.*

Prepared by:

JOHN G. CEROMINES
Sr. Admin. Asst. II

Reviewed/Approved By:

ENP. PRISCILLA B. MEJILLANO, MGM
CGDH II - City Planning and Development
Coordinator

