



## REQUEST FOR QUOTATION

Date: 13 July 2023  
RFQ No.: 100-23-05-826

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 **Catering Services and Venue Decoration for the Kasalang Bayang - OCM** with an Approved Budget for the Contract (ABC) of **Php 350,000.00**, 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	<b>Full Package of Catering Services</b> - Kasalang Bayan for 45 couples on July 24, 2023 <b>INCLUSIONS:</b> - Food - Lunch Buffet with set-up for 500 pax. <b>FULL DECORATIONS</b> - Stage Styling, Backdrop, Aisle, Entrance Arch, and Tables and Chairs. <b>SOUND SYSTEM AND LIGHTING</b> - Basic Sound System and Lighting  <b>Note:</b> - Please see TOR for Additional Information and Requirements	1	package	350,000.00	350,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>350,000.00</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

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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)







**TERMS OF REFERENCE**

<b>Activity Title</b>	“450 Years of Pasig: A Grand Celebration of Heritage, Culture, Community, and Love Through a Free Kasalang Bayan”
<b>Budget Reference Code</b>	1000-000-2-1-01-005-024-000
<b>Budget Account Code</b>	
<b>PR Number</b>	100-23-05-826

<b>Date</b>	<b>Date Schedule of the Activity</b>	<b>Number of Pax</b>	<b>Time to Serve</b>
July 24, 2023: 450 <sup>th</sup> Araw ng Pasig Celebration	4:00 AM ( <i>Ingress – Setup should already be completed by 08:00AM</i> )		4:00 AM ( <i>Ingress – Setup should already be completed by 08:00AM</i> )
July 24, 2023: 450 <sup>th</sup> Araw ng Pasig Celebration	10:00 AM to 12:00 PM	500	Lunch – 11:00 AM

**VENUE DECORATION REQUIREMENTS**

- *Backdrop, Aisle and Entrance Arch with artificial flower arrangement (Please see attached photos for reference and measurements).*
- *Red Carpet*
- *Monoblock chairs with cover and ribbon for 500 pax*
- *Tiffany chairs with ribbon for 93 pax*
- *Tables, with cover, table runner, and elegant centerpiece; 50 round tables with 10 Monoblock chairs each (Please see attached photos for reference).*
- *Sound system and Lighting (See attached requirements)*

**MEAL REQUIREMENTS**

- *Managed Buffet Set-up/Chafing Dish Set-up*
- *Choice of 3 main dishes (Chicken, Pork, Beef, Fish), Vegetable, and Rice*
- *At least 100g/dish per guest*
- *Dessert (Dry, not messy), 120g per guest*
- *Drinks (Iced Tea) – to be served during Lunch*
- *Bottomless purified drinking water, served in a pitcher, during the entire event (cold)*
- *Complete metal utensils, plates, and drinking glasses*
- *Table Napkins*




**DELIVERY:**

- *The Supplier is responsible for furnishing the venue with decorations, utilizing good-quality materials and adhering to a suitable motif.*
- *The Supplier is expected to supply sound systems and lighting of good quality to prevent any technical issues that could potentially cause delays or interruptions during the ceremony.*
- *The Supplier is required to handle and deliver the food with reasonable care, skill, and diligence. All supplied goods must be new, fresh, and in a clean condition.*
- *The Supplier is obligated to ensure timely delivery of the food and must adhere to the specified schedule outlined in the above requirements when serving it.*

**OTHER TERMS AND CONDITIONS:**

- *The Supplier shall coordinate the proposed decoration set-up, providing detailed descriptions as needed.*
- *The Supplier is required to provide a food line-up for lunch, including detailed descriptions as necessary.*
- *The Supplier shall maintain cleanliness and proper hygiene at all times, ensuring that food containers and other items are kept clean and stored appropriately.*
- *When 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:**

  
**MARIA BERNADETH P. UMALI**  
Executive Assistant II  
Wedding Coordinator

**APPROVED BY:**

  
**ERNIE AL O. EDRALIN**  
Executive Assistant V





*For Reference Only:*

**STAGE STYLING AND BACKDROP**

*Color Motif: White, Blue, Pastel colors*

*With artificial floral arrangement; and without the accent chair*

*Measurement: 8ft. tall x 10ft. wide*







*For Reference Only:*

**AISLE**

*Color Motif: White, Blue, Pastel colors*

*With artificial floral arrangement*

*With Red Carpet*







*For Reference Only:*

**TABLES AND CHAIRS SETUP**

*Color Motif: White, Blue, Pastel colors*

*Tiffany Chairs for 93 pax during ceremony; With Cushion and Ribbon around the back rest, according to the color motif;*

*500 Monoblock chairs with cover and accent in accordance to the color motif.*

*Round Tables with cover and table runner, in accordance to the color motif; With artificial flower in a tall glass vase as the centerpiece; 50 tables, with 10 monoblock chairs each.*







## SOUND SYSTEM AND LIGHTING REQUIREMENTS

2 VRX Powered Speaker with stand  
2 Subwoofer speakers  
2 Delay Powered Speakers with stand  
1 Digital Mixer  
1 Laptop  
1 DJ controller

8 Amber Led par with stand  
8 RGBW led par  
2 Sharpy Moving Heads