



## REQUEST FOR QUOTATION

Date: 26 July 2023

RFQ No.: 100-23-04-752

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 Various Events – Local Youth Development Office** with an Approved Budget for the Contract (ABC) of **Php 727,198.40**, 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, - Project: Kariton Klasrum Food for event: AM Snack Refer to TOR	400	pax	100.00	40,000.00		
2	Food, - Project: Computer and English Tutorial Food for event: AM Snack and Lunch with dessert Refer to TOR	240	pax	340.00	81,600.00		
3	Food, - Project: CSE Review Food for event: AM Snack and Lunch Refer to TOR	320	pax	300.00	96,000.00		
4	Food, - Project: Disaster Ready Ako Food for 3 days: AM Snacks, Lunch, PM Snacks Refer to TOR	100	pax	1,200.00	120,000.00		
5	Food, - Project: Linggo ng Kabataan (Concert) Food for the event: Breakfast, Lunch, PM Snacks Refer to TOR	50	pax	500.00	25,000.00		
6	Food, - Project: Linggo ng Kabataan (Cheerdance) Food for the event: Breakfast, Lunch, PM Snack Refer to TOR	50	pax	500.00	25,000.00		
7	Food,	10	pax	200.00	2,000.00		

	- Project: Linggo ng Kabataan (Spoken Poetry) Food for the event: Lunch						
8	<b>Food,</b> - Project: Linggo ng Kabataan (Rap Battle) <b>Food for the event: Lunch</b> <b>Refer to TOR</b>	18	pax	200.00	3,600.00		
9	<b>Food,</b> - Project: Personality Development Seminar Food for the event: AM Snacks, Lunch, PM Snack <b>Refer to TOR</b>	60	pax	400.00	24,000.00		
10	<b>Food,</b> - Project: Negosyanteng Kabataan Food for 3 days: Breakfast, Lunch, PM Snack <b>Refer to TOR</b>	50	pax	1,500.00	75,000.00		
11	<b>Food,</b> - Project: Trashformation (Parol Making Contest) Food for the event: AM Snack, Lunch, PM Snack <b>Refer to TOR</b>	150	pax	400.00	60,000.00		
12	<b>Food,</b> - Project: Pagkilala sa Natatanging Kabataang Opisyaes Food for the event: Dinner Buffet <b>Refer to TOR</b>	320	pax	546.87	174,998.40		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>727,198.40</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;

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

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- 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

**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
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Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

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TERMS OF REFERENCE

FOR: All Prospect Bidders  
Members of the Bids and Awards Committee  
Other Concerned

Below is the minimum specification for the project.

MEAL DESCRIPTION	TIME OF DELIVERY	FOODS TO DELIVER	DATE OF DELIVERY	NO. OF PACKS TO DELIVER
<b>KARITON KLASRUM</b> Meals for 400 pax AM Snack Details: (1) Pasta with Bread (2) Bottled Water Choices of: 1. Spaghetti with Sandwich (Cheese or Ham); Pancit with Puto 2. 350 mL **Food Presentation: Microwaveable Container and Spork	9:00 AM		September 2, 2023	80 packs
	9:00 AM		September 9, 2023	80 packs
	9:00 AM		September 16, 2023	80 packs
	9:00 AM		September 23, 2023	80 packs
	9:00 AM		September 30, 2023	80 packs
<b>COMPUTER AND ENGLISH TUTORIAL</b> Meals for 240 pax AM Snacks Details: (1) Pasta with Bread (2) Bottled Water Choices of: 1. Baked Mac with Sandwich (Ham); 2. 350 mL **Food Presentation: Microwaveable Container and Spork Lunch with Dessert Details: (1) 1 Viand (2) Rice (3) Bottled Water (4) Dessert Choices of: 1. Beef Creamy Mushroom; 2. Plain Rice 3. 350 mL 4. Coffee Jelly **Food Presentation: Microwaveable Container with divider (Flat Lid), Spoon and Fork	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 18, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 19, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 20, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 21, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 22, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM		September 23, 2023	40 Packs (AM Snacks) 40 Packs (Lunch)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.a.a Lunch: 1.a	August 12, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
<b>CSE REVIEW</b> Meals for 320 pax AM Snacks Details: (1) Pasta with Bread (2) Bottled Water Choices of: 1. (a) Baked Mac with Sandwich (a. Cheese or b. Ham); (b) Pancit with Puto; (c) Tuna Pesto with Garlic Bread 2. 350 mL **Food Presentation: Microwaveable Container and Spork	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.b Lunch: 1.b	August 19, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.c Lunch: 1.c	August 26, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.a.b Lunch: 1.a	September 2, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM			

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PARAHON NG PASIGUENO





<b>Lunch Details:</b> (1) 1 Vland (2) Rice (3) Bottled Water <b>Choices of:</b> 1. (a) Chicken Adobo; (b) Beef Caldereta; (c) Pork Hamonado 2. Plain Rice 3. 350 mL <b>**Food Presentation: Microwaveable Container with divider (Flat Lid), Spoon and Fork</b>	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.b Lunch: 1.c	September 9, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.c Lunch: 1.b	September 16, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.a.a Lunch: 1.c	September 23, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
	AM SNACKS 8:00 AM LUNCH 11:00 AM	AM Snack: 1.b Lunch: 1.a	September 30, 2023	40 packs (AM SNACKS) 40 packs (LUNCH)
<b>DISASTER READY AKO</b> Meal for 100 pax <b>AM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>Lunch Meal Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spoon and Fork</b>	AM SNACKS 8:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		September 4, 2023	100 pax
	AM SNACKS 8:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		September 5, 2023	100 pax
	AM SNACKS 8:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		September 6, 2023	100 pax
<b>LINGGO NG KABATAAN (CONCERT)</b> Meal for 50 pax <b>Breakfast Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>Lunch Meal Details:</b> 2 main dishes (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	BREAKFAST 7:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		August 26, 2023	50 Pax
<b>LINGGO NG KABATAAN (CHEERDANCE)</b> Meal for 50 pax <b>Breakfast Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>Lunch Meal Details:</b> 2 main dishes (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	BREAKFAST 7:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		August 19, 2023	50 Pax

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PANGLOHON NG PASIGUENONG



LUNGSD NG  
**PASIG**  
UNSAKOS ANG PASIGUENO



OFFICE OF THE SK PRESIDENT

<b>LINGGO NG KABATAAN (CHEERDANCE)</b> Meal for 10 pax Lunch Meal Details: 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	LUNCH 11:00 AM		August 11, 2023	10 Pax
<b>LINGGO NG KABATAAN (RAP BATTLE)</b> Meal for 10 pax Lunch Meal Details: 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	LUNCH 11:00 AM		August 12, 2023	10 Pax
<b>PERSONALITY DEVELOPMENT</b> Meal for 60 pax <b>AM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>Lunch Meal Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	AM SNACKS 8:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		October 6, 2023	60 Pax
<b>NEGOSYANTENG KABATAAN</b> Meal for 50 pax <b>Breakfast Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>Lunch Meal Details:</b> 2 main dishes (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	BREAKFAST 7:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		October 11, 2023	50 Pax
	BREAKFAST 7:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		October 12, 2023	50 Pax
	BREAKFAST 7:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		October 13, 2023	50 Pax
<b>TRASHFORMATION (PAROL MAKING CONTEST)</b> Meal for 150 pax <b>AM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>Lunch Meal Details:</b> 1 main dish (chicken, pork/beef, veggies), rice, dessert and bottled water <b>PM Snacks Details:</b> Pasta/noodles, Sandwich/bread and bottled water <b>**Food Presentation: Microwaveable Container and Spork</b>	AM SNACKS 8:00 AM LUNCH 11:00 AM PM Snacks 2:00 Pm		November 4, 2023	150 Pax

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**IKR-450 TAON**  
  
 PANAHON NG PASIGUENO







<p><b>PAGKILALA SA NATATANGING KABATAANG OPISYALES</b> Meal for 320 pax Details: Dinner (6:00 PM) (1) 3 Viands (2) Rice (3) Unlimited Water/Juice (4) Dessert Choices of: 1. Roasted Chicken, Beef Salpicao, Mixed Vegetable with Quail Eggs; Sweet and Sour Meatballs, Bead Kaldereta, Chicken Fillet; Chicken Pastel, Pork BBQ, Tossed Vegetable Salad with Dressing 2. Plain Rice 3. Unlimiter Water/Juice 4. Mango Tapioca; Coffee Jelly; Almond Buco Lychee</p> <p><b>CONDITION:</b> 1. With 10 personnel for Waiter (5) and Server (5), Set-up of Tables and Chairs, Ceramic Plate, Stainless Spoon and Fork, Clear Glass (for water and Juice), Ceramic Cup for the hot drinks, Buffet Set-up for Foods, Table Napkins/Tissue Paper. 2. Contact the end-user for the further details of the event.</p>	4:00 PM	November 11, 2023	320 Pax
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TERMS OF CONDITION: End-user will notify the Supplier if there is a change of schedule (5 calendar days).


Prepared by:

  
GERLIE G. LANTACA  
Administrative Aide III  
Sangguniang Kabataan Pederasyon  
City Government of Pasig

Noted by:

  
CHERIE JOISE C. SERAFIN  
Executive Assistant III  
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