



LUNGOD NG
PASIG
UMAGODS ANG PASIGASA

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION

Date: 28 July 2023
RFQ No.: 100-23-07-1478

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 CSO Consultation and Agenda Building – Office of the City Mayor's** with an Approved Budget for the Contract (ABC) of **Php 225,000.00**, 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, Packed Lunch - With utensils and one (1) 350 ML bottle of drinking water - Packed in biodegradable take-out containers with rice, vegetables, choice of beef/chicken/pork, and dessert with free-flowing coffee - Please see attached Terms of Reference for staggered delivery terms and other important details. | 300 | pax | 350.00 | 105,000.00 | | |
| 2 | Food, Packed Snacks - With utensils and one (1) 350 ML bottle of drinking water - Packed in biodegradable take-out containers, either noodle/pasta dish of Filipino- style merienda with free-flowing coffee - Please see attached Terms of Reference for staggered delivery terms and other important details. | 600 | pax | 200.00 | 120,000.00 | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. DELIVERY TERM: Please refer to the Terms of Reference. | | | | Total | 225,000.00 | | |

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.

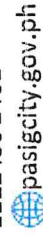
Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City**.

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.



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



pasigcity.gov.ph

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

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

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

**Terms of Reference
For PR NO. 100-23-07-1478**

I. For CSO Consultation and Agenda Building with packed meals (900 packs)

Each Packed Meal shall conform in the following conditions:

- A. Packaging**
- The meals shall be packed in a biodegradable take-out containers.
- B. Proposed Packed Meals**

Option for AM Snacks

- Egg Sandwich with 350ml bottled water, or
- Burger with 350ml bottled water, or
- Tuna sandwich with 350ml bottled water, or
- Ham and Cheese sandwich with 350ml bottled water

Option for Lunch

- Pork Hamonado with rice and Buko pandan with 350ml bottled water, or
- Kare kare with rice and Almond buko jelly with 350ml bottled water, or
- Beef Caldereta with rice and Leche plan with 350ml bottled water

Option for PM Snacks

- Carbonora with toasted sandwich and 350 ml bottled water, or
- Baked Lasagna with 350 ML bottled water, or
- Tuna pasta with toasted sandwich and 350 ML bottled water, or
- Spaghetti with toasted sandwich and 350 ML bottled water

A. Details of the Event

Consultation and Agenda Building

Date: August 9,26 and September 13,27 2023

Venue: DILG

| Meal Requirement | Delivery Time | Date/Venue | Quantity |
|-------------------------|----------------------|-------------------|-----------------|
| AM SNACKS | 8:00AM | August 9/DILG | 100 Pax |
| LUNCH | 11:00AM | August 9/DILG | 100 Pax |
| PM SNACKS | 2:00PM | August 9/DILG | 100 Pax |
| AM SNACKS | 8:00AM | August 26 /DILG | 50 Pax |
| LUNCH | 11:00AM ; | August 26 /DILG | 50 Pax |

| | | | |
|-----------|---------|-------------------|---------|
| PM SNACKS | 2:00PM | August 26 /DILG | 50 Pax |
| AM SNACKS | 8:00AM | September 13/DILG | 100 Pax |
| LUNCH | 11:00AM | September 13/DILG | 100 Pax |
| PM SNACKS | 2:00PM | September 13/DILG | 100 Pax |
| AM SNACKS | 8:00AM | September 27/DILG | 50 Pax |
| LUNCH | 11:00AM | September 27/DILG | 50 Pax |
| PM SNACKS | 2:00PM | September 27/DILG | 50 Pax |

B. Payment Terms : Payment shall be process and paid after all the said event for the month of August and September 2023.

Prepared by:


Trishia Kaye B. Alava
 Administrative Aide I

Noted by:


Rechie J. Tugawin
 Executive Assistant V