



REQUEST FOR QUOTATION

Date: 03 August 2023
RFQ No.: 100-23-05-879

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 General Assembly – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 702,000.00**, 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 Lunch - Meal in a box - 3 Variant Dish (Beef, Chicken, Fish) Rice, Dessert, Water (500ml)	1,560	packs	450.00	702,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total!		702,000.00			
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.

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*].

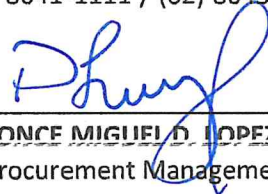
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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.

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 JR.





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 (TOR)

A. PROCUREMENT TITLE

Food provision of City Health Department for General Assembly.

B. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – City Health Department – Health Education and Promotion Unit

C. DELIVERY SCHEDULE

- date and time of delivery will be based on event/training/ schedule.
- meal should arrive on time
- AM Snacks at 8:00 am – not later than 9:00 am
- Lunch at 11:00 am – not later than 12:00 pm
- PM Snacks at 2:00 pm – not later than 3:00 pm
- Snacks for community lecture must have at least 1-2 months before the expiry date

D. DELIVERY SITE

Delivery provide arrangement for coordination of venue for events outside of the City Hall. And other schedules are subject to change

E. TERM OF PAYMENT

Progress billing after delivery during each event with Acceptance and inspection report.

F. REQUIREMENT/SPECIFICATIONS

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY
1. Meals for City Health Department General Assembly	December 7, 2023 at Pasig City	-3 Variant Dish (Beef Chicken, Fish) Dessert and Bottled Water 500ml Packaging: Meal in a box <i>Note: with cutlery and tissue</i>	1560 PACKS

Submitted by:


RACQUEL Z. REBANA, RN
CHD-Asst. Chief Nurse

Noted by:


JOSEPH R. PANALIGAN, MD, MHA
City Health Officer