



## REQUEST FOR QUOTATION

Date: 05 August 2023  
RFQ No.: 100-23-07-1549

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 Collaboration with DOST in Creating Innovation Hub – Pasig City Local Economic Development and Investment Office** with an Approved Budget for the Contract (ABC) of **Php 297,600.00**, 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>AM Snacks</b> - 150 grams of Pasta/noodles with toasted bread in a biodegradable rectangular to-go container with a spoon and fork, and 350 ml of bottled water	620	Pax	115.00	71,300.00		
2	<b>Packed Lunch</b> - 2 Viands (beef/pork/chicken/fish), rice, and 350 ml bottled water (packaging: bento box with spoon and fork)	620	Pax	250.00	155,000.00		
3	<b>PM Snacks</b> - 150 grams of Pasta/noodles with toasted bread in a biodegradable rectangular to-go container with a spoon and fork, and 350 ml of bottled water - With free-flowing coffee - <b>SEE TERMS OF REFERENCE</b>	620	Pax	115.00	71,300.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>297,600.00</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.

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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 \*

 pasigcity.gov.ph

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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)

**SGD**

**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)**

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



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 [pasigcity.gov.ph](http://pasigcity.gov.ph)



**TERMS OF REFERENCE**

**Technical Specifications**

**Event Title:** Collaboration with DOST in Creating Innovation Hub

<b>Date of Activity</b>	<b>Meal Requirement</b>	<b>Estimated number of pax</b>	<b>Unit cost</b>	<b>Budget Estimates</b>
August 14, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 15, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 16, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 18, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 21, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 22, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 24, 2023	Packed Meal: AM Snacks	60	115	6,900.00
	Packed Meal: Lunch	60	250	15,000.00
	Packed Meal: PM Snacks	60	115	6,900.00
August 28, 2023	Packed Meal: AM Snacks	100	115	11,500.00
	Packed Meal: Lunch	100	250	25,000.00
	Packed Meal: PM Snacks	100	115	11,500.00



August 29, 2023	Packed Meal: AM Snacks	100	115	11,500.00
	Packed Meal: Lunch	100	250	25,000.00
	Packed Meal: PM Snacks	100	115	11,500.00
<b>TOTAL</b>				<b>297,600.00</b>

### Summary

Meal Requirement	Estimated Number of Pax	Unit Cost	Budget Estimates
Packed AM Snack	620	115	71,300.00
Packed Lunch	620	250	155,000.00
Packed PM Snack	620	115	71,300.00
<b>Total</b>			<b>297,600.00</b>

### Packed Meals

- AM and PM Snacks – 150 grams of pasta with toasted bread placed in a biodegradable rectangle to-go container with a spoon and fork, and 350 ml of bottled water
- Lunch - 2 viands (beef/chicken/pork/fish), rice (packaging: bento box with spoon and fork), and 350 ml bottled water
- With Free-flowing Coffee

### Delivery Terms:

- Place and Time of delivery will be coordinated 2-days before the scheduled date

Prepared by:

**CRISOSTOMO P. VERON CRUZ**  
Economist III, PCLEDIO

Reviewed and Approved by:

**ATTY. DIEGO LUIS S. SANTIAGO**  
Officer-in-Charge, PCLEDIO