



REQUEST FOR QUOTATION

Date: 09 August 2023
RFQ No.: 100-23-06-1370

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 Tobacco Control Program of the Anti – Smoking Task Force’s Quarterly Meeting and Lecture for City Hall Employees – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 249,600.00**, 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	Meals - Am Snacks, Lunch, PM Snacks NOTE: Please refer to TOR	416	pax	600.00	249,600.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		249,600.00			
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




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 TOBACCO CONTROL OFFICE PROGRAM

A. PROCUREMENT TITLE

Food provision of Tobacco Control Program for the Anti - Smoking Task Force Quarterly Meeting and Lecture for City Hall Employees.

B. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – City Health Department – Tobacco Control Program

C. DELIVERY SCHEDULE

Date and time of delivery will be based on event/training/schedule.
Food 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

D. DELIVERY SITE

Delivery site shall be at 6th floor Tobacco Control Office Seminar Room at Pasig City Hall or to where the said activity/event shall take place between 8:00 am – 3:00 pm

E. REQUIREMENTS/SPECIFICATIONS

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	RECEIVING SITE
Meals for Anti - Smoking Task Force Quarterly Meeting Participants Participants: - Members of the Anti - Smoking Task Force	Anti - Smoking Task Force Quarterly Meeting - August 25, 2023 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 - Total of 28 food packs	AM Snack - Baked macaroni with clubhouse sandwich - Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i> LUNCH - Rice - Sweet and sour fish fillet - Beef broccoli - Fruit salad - Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid PM Snack - Pancit Malabon	6 th Floor Tobacco Control Office, Pasig City Hall



		<ul style="list-style-type: none">- Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	
	<p>Anti - Smoking Task Force Quarterly Meeting - September 5, 2023</p> <p>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</p> <p>- Total of 28 food packs</p>	<p>AM Snack</p> <ul style="list-style-type: none">- Baked lasagna with bacon and egg sandwich- Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i> <p>LUNCH</p> <ul style="list-style-type: none">- Rice- Beef Salpicao- Wrapped Lumpiang ubod- Fruit salad- Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid <p>PM Snack</p> <ul style="list-style-type: none">- Chicken sopas- Bottled water 500ml Packaging: Round tupperware with lid cover	6th Floor Tobacco Control Office, Pasig City Hall
	<p>Anti - Smoking Task Force Quarterly Meeting - November 7, 2023</p> <p>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</p> <p>- Total of 27 food packs</p>	<p>AM Snack</p> <ul style="list-style-type: none">- Baked penne bechamel with clubhouse sandwich- Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i> <p>LUNCH</p> <ul style="list-style-type: none">- Rice- Seafood curry- Chicken cordon bleu- Mango tapioca- Bottled water 500ml Packaging: Bento box with	6th Floor Tobacco Control Office, Pasig City Hall



		plastic lid cover & salad cup with lid PM Snack - Sotanghon - Bottled water 500ml Packaging: Bento box with plastic lid cover	
Meals for 7 days Lecture on Tobacco/Vape Ordinances and Ill Effects Participants Participants: - Employees of the City Government of Pasig.	Lecture on Tobacco/Vape Ordinances and Ill Effects: September 13, 2023 - Total of 50 food packs 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	AM Snack - Baked lasagna with toasted bread - Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i> LUNCH - Rice - Chicken Inasal - Wrapped Lumpiang Ubod - Buko pandan - Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid PM Snack - Tuna pasta - Bottled water 500ml Packaging: Bento box with plastic lid cover	6th Floor Tobacco Control Office, Pasig City Hall





	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects September 21, 2023 - Total of 50 food packs</p> <p>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</p>	<p>AM Snack</p> <ul style="list-style-type: none">- Carbonara with toasted bread- Bottled water 500ml <p>Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p> <p>LUNCH</p> <ul style="list-style-type: none">- Rice- Beef Kaldereta- Chopseuy with quail eggs- Mango tapioca- Bottled water 500ml <p>Packaging: Bento box with plastic lid cover & salad cup with lid</p> <p>PM Snack</p> <ul style="list-style-type: none">- Pancit Canton- Bottled water 500ml <p>Packaging: Bento box with plastic lid cover</p>	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>
	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects September 26, 2023 - Total of 50 food packs</p> <p>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</p>	<p>AM Snack</p> <ul style="list-style-type: none">- Baked spaghetti with ham and cheese sandwich OR baked penne bechamel- Bottled water 500ml <p>Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p> <p>LUNCH</p> <ul style="list-style-type: none">- Rice- Beef Teriyaki- Relyenong bangus- Leche flan- Bottled water 500ml <p>Packaging: Bento box with plastic lid cover & salad cup with lid</p> <p>PM Snack</p>	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>



		<ul style="list-style-type: none"> - Ginataang bilo bilo - Bottled water 500ml <p>Packaging: Round tupperware with plastic lid cover</p>	
	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects October 3, 2023 - Total of 50 food packs</p> <p>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</p>	<p>AM Snack</p> <ul style="list-style-type: none"> - Baked lasagna with toasted bread - Bottled water 500ml <p>Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p> <p>LUNCH</p> <ul style="list-style-type: none"> - Rice - Pork Hamonado - Vietnamese spring roll - Mango tapioca - Bottled water 500ml <p>Packaging: Bento box with plastic lid cover & salad cup with lid</p> <p>PM Snack</p> <ul style="list-style-type: none"> - Ginataang bilo bilo - Bottled water 500ml <p>Packaging: Round tupperware with plastic lid cover</p>	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>
	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects October 9, 2023 - Total of 50 food packs</p> <p>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</p>	<p>AM Snack</p> <ul style="list-style-type: none"> - Baked macaroni with clubhouse sandwich - Bottled water 500ml <p>Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p> <p>LUNCH</p> <ul style="list-style-type: none"> - Rice - Roast pork - Stir fry vegetables in oyster sauce - Mango tapioca 	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>



		<p>- Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid</p> <p>PM Snack - Ginataang mais - Bottled water 500ml Packaging: Round tupperware with plastic lid cover</p>	
	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects October 11, 2023 - Total of 50 food packs</p> <p>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</p>	<p>AM Snack - Carbonara with garlic toasted bread - Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p> <p>LUNCH - Rice - Wrapped Lumpiang Ubod - Roasted Chicken - Coffee Jelly - Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid</p> <p>PM Snack - Pancit Malabon - Bottled water 500ml Packaging: Bento box with plastic lid cover</p>	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>
	<p>Lecture on Tobacco/Vape Ordinances and Ill Effects October 18, 2023 - Total of 33 food packs</p> <p>AM Snacks at 8:00 am - not later than 9:00 am Lunch at 11:00 am - not</p>	<p>AM Snack - Baked penne bechamel with clubhouse sandwich - Bottled water 500ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i></p>	<p>6th Floor Tobacco Control Office, Pasig City Hall</p>



	later than 12:00 pm PM Snacks at 2:00 pm - not later than 3:00 pm	LUNCH - Rice - Beef Teriyaki - Relyenong bangus - Leche flan - Bottled water 500ml Packaging: Bento box with plastic lid cover & salad cup with lid PM Snack - Ginataang bilo bilo - Bottled water 500ml Packaging: Round tupperware with plastic lid cover	
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Prepared by:

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Tobacco Control Office Nurse Coordinator