



REQUEST FOR QUOTATION

Date: 15 August 2023
RFQ No.: 100-23-07-1761

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 Q3 and Q4 Meetings and Activities – Office of the City Mayor** with an Approved Budget for the Contract (ABC) of **Php 999,600.00**, 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	Food, - Packed Lunch - With utensils and one (1) 500mL bottle of drinking water - Packed in biodegradable take-out containers with rice, vegetable side dish, choice of beef/chicken/pork main dish, and dessert - With free-flowing coffee - Please see attached Technical Specifications for staggered delivery terms and other important details.	1500	pax	400.00	600,000.00		
2	FOOD, - Packed snacks - With disposable plastic utensils and one (1) 500mL bottle of drinking water - Packed in biodegradable take-out containers, either noodle/pasta dish or Filipino-style merienda or sandwich - With free-flowing coffee - Please see attached Technical Specifications for staggered delivery terms and other important details.	2220	pax	180.00	399,600.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	999,600.00		
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.

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



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

 pasigcity.gov.ph

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

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)

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



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TECHNICAL SPECIFICATIONS

Procurement of Packed Meals for the Activities of the Office of the City Mayor

PR No.

	Q3 (August-September)	Q4 (October-December)	TOTAL
Packed snacks With disposable plastic utensils and one (1) 500mL bottle of water With free-flowing coffee Php 180/pax	1,110	1,110	2,220
Packed lunch With disposable plastic utensils and one (1) 500mL bottle of water With free-flowing coffee Php 400/pax	750	750	1,500
Approved Budget for the Contract			
Packed snacks	Php 180 x 2,220		Php 399,600
Packed lunch	Php 400 x 1,500		Php 600,000
		TOTAL	Php 999,600


II. Scope of Work

- The Supplier shall provide **packed snacks** in biodegradable take-out containers, preferably a noodle/pasta dish or Filipino *merienda* food with one (1) 500mL bottle of purified drinking water. Menu options include, but are not limited to:
 - Noodle/pasta options: carbonara, baked mac, pancit palabok, pancit bihon, lasagna
 - Filipino *merienda* food options: arroz caldo, ginataang halo-halo, ginataang mais, sopas, champorado, empanada
- Morning snacks must be delivered by **9:30a.m.** at the designated delivery location.
- Afternoon snacks must be delivered by **2:30p.m.** at the designated delivery location.
- The Supplier shall also provide **packed lunch** in biodegradable take-out containers, with one (1) 500mL bottle of purified drinking water, consisting of 1 cup of white rice, vegetable side dish, 1 serving of main dish (choice of beef/pork/chicken), and dessert. Menu options include, but are not limited to:
 - Vegetable dish: chop suey, ensalada, ginisang monggo



- b. Beef dish: beef caldereta, bistek Tagalog, beef kare-kare, roast beef
 - c. Chicken dish: chicken teriyaki, chicken pastel, adobong manok, fried chicken
 - d. Pork dish: Bicol express, pork salpicao, pork katsudon, pork sinigang
 - e. Dessert: fresh fruits, buko pandan, coffee jelly, chocolate brownie, gulaman
5. Lunch must be delivered by **11:00a.m.** at the designated delivery location.
 6. A proposed menu with descriptions must be presented to the end user and must be approved by the end user.
 7. The Supplier shall include paper table napkins, disposable utensils and bottled water (at least 500mL per bottle).
 8. Free-flowing coffee shall be made available in a percolator, complete with sugar and creamer. Only wooden coffee stirrers are allowed. Non-disposable drinking cups must be used.
 9. No dishwashing shall be done at the event location.
 10. The Supplier shall deploy at least one (1) catering staff to assist at each event.
 11. The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.
 12. The Supplier shall ensure that the packed meals and other utensils are clean and kept in a hygienic and proper manner at all times.
 13. When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
 14. The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.
 15. The End User shall give the Supplier at least two (2) days advance notice.
 16. The Supplier shall bring **original** copies of the Delivery Receipt and Billing Statement/Sales Invoice during each event to be signed by and turned over to the end user. Payment will be processed **quarterly**, specifically in the months of September and December 2023.

Prepared by:


ROBYN LOUISE DY
Office of the City Mayor

Noted by:


ERNIE AL O. EDRALIN
Executive Assistant V, Office of the City Mayor