



REQUEST FOR QUOTATION

Date: 18 August 2023
RFQ No.: 100-23-07-1899

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 Weekly Executive Committee Meeting – Office of the City Administrator** 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, - Food Lunch - Pack in a Bento Box with Division with Utensils (Spoon and Fork) 1 - Rice 1 - Viand; a choice of Pork, Chicken and Beef 1 - Dessert 1 – Vegetables - Drinks 500ml of Bottled Water 3in1 coffee with cups and stirrer - 250/pack x 50 pax = 12,500/day x 18 days - Schedule: Every Wednesday of the Month starting August 30, 2023 to December 27, 2023 - Note: PR shall cover all items found in the attached Terms of Reference Total of Days - 18 Days	50	packs	4,500.00	225,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		225,000.00			
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.

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



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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TERMS OF REFERENCE

ACTIVITY TITLE	Executive Committee Meeting			
Dates	Estimated Number of Pax	No. Of days	Estimated Unit Cost	Estimated Cost
August 30,2023 to December 27,2023 (Every Wednesday)	50	18	250	225,000.00

I. Packaging

The meal shall be packed in a bento box with division with utensils.

II. The Packed Meals should include all of the following:

- Any Packed meals for lunch; choice of pork, beef caldereta, roasted chicken, 4pcs chicken wings, pork or chicken adobo, pork or beef steak, bicol express, pork or chicken pininyahan, etc. with rice and any kind of dessert; choice of brownies, buko pandan, coffee jelly etc.
- 500 ml Bottled water; and
- 3 in 1 coffee with stirrer and cups.

Delivery Time:

Packed meals shall be delivered at exactly 10:00 a.m. at Pasig City Hall, C3 Conference Room.

III. Schedule of Executive Committee Meeting

Executive Committee Meeting	Date and Time	No. of pax	Venue
Governance and Administration	August 30, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall





Fiscal, Regulatory and Economic Services	September 06, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Health and Service and Education	September 13, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Social Services and Peace and order	September 20, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Governance and Administration	September 27, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Fiscal, Regulatory and Economic Services	October 4, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Health and Service and Education	October 11, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Governance and Administration	October 18, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall



Fiscal, Regulatory and Economic Services	October 25, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Health and Service and Education	November 01, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Social Services and Peace and order	November 08, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Governance and Administration	November 15, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Fiscal, Regulatory and Economic Services	November 22, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Health and Service and Education	November 29, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Social Services and Peace and order	December 06, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall



Governance and Administration	December 13, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Fiscal, Regulatory and Economic Services	December 20, 2023 10:00 am to 12:00nn	50 pax	Pasig City Hall, C3 Conference Hall
Health and Service and Education	December 27, 2023 10:00 am to 12:00nn	50pax	Pasig City Hall, C3 Conference Hall

IV. Payment Term

After last delivery in December.



Note: The executive committee meeting is scheduled every Wednesday of the week

Prepared by:

Asuncion
CAROLINE P. ASUNCION
Procurement Officer
Office of the City Administrator

Noted by:

Apacible
ATTY. TOMAS C. APACIBLE II *als*
Executive Assistant III

Approved by:

Manzanero
ATTY. JERONIMO U. MANZANERO
City Administrator