



REQUEST FOR QUOTATION

Date: 19 August 2023
RFQ No.: 100-23-06-1435

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 Whole Year 2023 – Pasig Employment Service Office** with an Approved Budget for the Contract (ABC) of **Php 627,400.00**, 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
3RD Mega Job Fair September 1, 2023 – Quadrangle Infront of Pasig City Hall							
1	Breakfast, - Chicken tocino with 185 grams of fried rice (peas, carrots etc.) and 350ml Bottled Water - Plastic container with utensils	200	pax	200.00	40,000.00		
2	Lunch, - Beef Kaldereta with 185 grams of rice with 3.5 oz Buko salad and 350ml Bottled Water - Plastic container with utensils	200	pax	370.00	74,000.00		
3	PM Snacks, - 125 grams of Baked macaroni with Garlic Bread and 240 ml of pineapple juice - Plastic container with utensils	200	pax	200.00	40,000.00		
4th Mega Job Fair October 12, 2023 - Quadrangle Infront of Pasig City Hall							
4	Breakfast, - Spamsilog with 1 pc. Banana and 350ml Bottled Water - Plastic container with utensils	200	pax	200.00	40,000.00		
5	Lunch, - Sweet and sour pork with 185 grams of rice and 3oz Muffins cupcake with 350ml Bottled Water - Plastic container with utensils	200	pax	350.00	70,000.00		
6	PM Snacks,	200	pax	200.00	40,000.00		

	<ul style="list-style-type: none"> - 125 grams of Spaghetti with Garlic bread and 240ml pineapple juice - Plastic container with utensils 						
PESO Association of Metro Manila (PAMM) September 21, 2023 – 2nd floor Rave Administration Bldg. Maybunga Pasig City							
7	Buffet Meal, <ul style="list-style-type: none"> - Breakfast snack (Any kind of Bread) - free Flowing Coffee: Lunch <ul style="list-style-type: none"> - Sweet or Spicy Barbeque - Roast beef w/ Mushroom sauce and baby potatoes. - Chicken Flambe - Chopseuy with quail eggs in cream or oyster sauce. - With rice and water 	100	pax	600.00	60,000.00		
Provision of Food for DOLE Representative, PESO Personnel and Security conducting Orientation, Profiling and Salary Pay-Out for DOLE Programs FY-2023 1st Batch							
8	Breakfast, <ul style="list-style-type: none"> - 2 sticks of Pork BBQ, 1 cup of rice and 350 ml Bottled Water - Plastic container with utensils 	128	pax	150.00	19,200.00		
1st Batch							
9	Lunch, <ul style="list-style-type: none"> - Chicken Adobo with boiled egg, 1 cup of rice and 350ml Bottled water - Plastic container with utensils 	128	pax	300.00	38,400.00		
1st Batch							
10	PM Snacks, <ul style="list-style-type: none"> - 125 grams of Spaghetti with Garlic bread and 350ml Bottled water - Plastic container with utensils 	128	pax	150.00	19,200.00		
2nd Batch							
11	Breakfast, <ul style="list-style-type: none"> - Tapsilog with 350ml Bottled water - Plastic container with utensils 	128	pax	150.00	19,200.00		
2nd Batch							
12	Lunch, <ul style="list-style-type: none"> - 4pcs. Chicken wings with 1 cup of rice and 350ml Bottled water - Plastic container with utensils 	128	pax	300.00	38,400.00		
2nd Batch							
13	PM Snack, <ul style="list-style-type: none"> - 125 grams of Baked Macaroni with Garlic bread and 350ml Bottled water - Plastic container with utensils 	128	pax	150.00	19,200.00		
3rd Batch							
14	Breakfast, <ul style="list-style-type: none"> - Spamsilog with 350ml Bottled water - Plastic container with utensils 	182	pax	150.00	27,300.00		
3rd Batch							
15	Lunch, <ul style="list-style-type: none"> - Sweet & Sour Fish fillet, 1 cup of rice and 350ml Bottled water - Plastic container with utensils 	184	pax	300.00	55,200.00		
3rd Batch							
16	PM Snacks, <ul style="list-style-type: none"> - Clubhouse Sandwich with 350ml Bottled water 	182	pax	150.00	27,300.00		

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

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

🌐 pasigcity.gov.ph

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	627,400.00	
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.

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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)

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Page 4 of 4 | RFQ No. 100-23-06-1435 | RLD



PUBLIC EMPLOYMENT SERVICE OFFICE

TERMS OF REFERENCE

A. PROCUREMENT TITLE: Food Provision FY-2023
Reference Code: 300-000-2-3-30-001-007-000
PPMO Code: 5-02-99-900
PR: 100-23-06-1435
OB: 100-2023-06-0046-5999

B. PROPONENT AND IMPLEMENTING PROGRAMS: In line with the Implementation of Public Employment Service Office (PESO) for the **Provision of Food** for the whole year 2023, below are the Programs and Activities to be Implemented for the 3rd and 4th quarter of the year.

C. DELIVERY SITE: 3rd -Mega Job Fair - Quadrangle in front of Pasig City Hall
4th -Mega Job Fair - Quadrangle in front of Pasig City Hall
PAMM-Hosting - Maybunga Rain Forest Adventure Park.
Provision of Food - DILG-Building / 4th Floor

D. REQUIREMENT / SPECIFICATIONS:

ACTIVITY	SCHEDULE	TIME
3 RD MEGA JOB FAIR At Quadrangle Infront of Pasig City hall	September 1, 2023	8:00 to 5:00



4th MEGA JOB FAIR At Quadrangle Infront of Pasig City hall	October 12, 2023	8:00 to 5:00
Provision of Food for DOLE representative, PESO Personnel and Security conducting orientation, Profiling and Salary Payout for DOLE Programs. FY-2023	October 16, 2023	8:00 to 5:00
Provision of Food for DOLE representative, PESO Personnel and Security, conducting orientation, Profiling and Salary Payout for DOLE Programs. FY-2023	November 13, 2023	8:00 to 5:00
Provision of Food for DOLE representative, PESO Personnel and Security, conducting orientation, Profiling and Salary Payout for DOLE Programs. FY-2023	December 11, 2023	8:00 to 5:00
PESO ASSOCIATION OF METRO MANILA (PAMM) at 2nd Floor Maybunga Rain Forest Adventure Park. (Admin Building)	September 21, 2023	8:00 to 5:00



PUBLIC EMPLOYMENT SERVICE OFFICE

Remarks: All items must be delivered on the day of the event as incident herein and the winning supplier will be notified 3-days before the event as scheduled given and approved by the Public Employment Service Office (PESO).


End User: (PESO) shall immediately informed the supplier if there are any changes in date, at least two (2) days before the new date of the event.

Thank you for facilitating our request

Prepared by;

ROBINA C. RADA
PESO CLERK

Noted by:


MS. JEANE L. SISON-LOPEZ LLb, MSHR, Rpm
PESO MANAGER