



## REQUEST FOR QUOTATION

Date: 24 August 2023  
RFQ No.: 100-23-07-1476

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 Various Training and Meetings – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 665,250.00**, 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>Food Lunch</b>	1068	pax	300.00	320,400.00		
2	<b>Snacks Meals,</b> - AM Snacks/ PM Snacks	2299	pax	150.00	344,850.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>665,250.00</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.

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)**

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

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



**TERMS OF REFERENCE (TOR)**

**A. PROCUREMENT TITLE**

Food provision of City Health Department for Various Trainings and Meetings

**B. PROPONENT AND IMPLEMENTING AGENCY**

Pasig City Government – City Health Department

**C. DELIVERY SCHEDULE**

- date and time of delivery will be based on event/training/ schedule.
- meal 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 Pasig City Hall or to where the said activity/event shall take place between, As per Approved venue any changes with the schedule and number of pax will be pcoordinated with the winning bidder at least a day before schedule.

**E. TERM OF PAYMENT**

Processing of payment upon completion of all event with acceptance and inspection report.

**F. REQUIREMENT/SPECIFICATIONS**

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY
<b>TUBERCULOSIS PROGRAM</b>  Meals for Quarterly Meeting of Dist. 1 and Dist. 2	<b>September 26 ,2023</b> Venue: E Lounge 7 <sup>th</sup> Floor Pasig City Hall	<b>AM SNACK</b> -Pancit Bihon Guisado 120g with 2 pcs puto -Bottle water 500ml  Packaging: Bento box with plastic lid cover	<b>80 pax/meal</b>
Meals for PIR (4 Sessions)	<b>September 4, 12 and November 27,28, 2023</b> Venue: E Lounge 7 <sup>th</sup> Floor Pasig City Hall	<b>AM SNACK</b> -Baked macaroni 120g with 2pcs garlic bread - Bottled water 500 ml  Packaging: Bento box with plastic lid cover	<b>120 pax/meal (30 pax per session)</b>



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**PASIG**

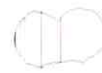
CITY HEALTH DEPARTMENT

<p><b>Tobacco Control Program</b></p> <p>Meals for Training of TKMK, SOG and PSD 2 Days</p>	<p><b>September 5 &amp; 6, 2023</b> Venue: Tobacco Control Office 6<sup>th</sup> Floor Pasig City Hall</p>	<p><b>LUNCH</b> -Rice -Beef with mushroom 100g -Roasted Chicken 100g -Almond jelly salad 95g -Bottled water 500ml</p> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><b>PM SNACK</b> -Ham, Egg and Cheese sandwich wrapped in foil -Bottled water 500ml</p> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><i>Note: with cutlery and tissue</i></p> <p><b>AM SNACK</b> -Lugaw with tokwa and baboy 120g -Bottled Water 500ml Packaging: Soup bowl with lid</p> <p><b>LUNCH</b> -Rice -Chicken Afrida 120g -Chopsuey 100g -Almond Jelly 95g -Bottled water 500 ml Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><b>PM SNACK</b> -Bacon, Lettuce and Tomato sandwich Wrapped in foil -Bottled water 500ml <i>Note: with cutlery and tissue</i></p>	<p><b>160 pax/Meal (80 pax per day)</b></p>
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<p><b>Nutrition Office</b></p> <p>Meals for CNC Inter-Agency Monitoring Visit</p>	<p><b>September 6, 2023</b> Venue: Nutrition Office 5<sup>th</sup> Floor Pasig City Hall</p>	<p><b>AM SNACK</b> -Baked Macaroni with sliced bread -Bottled water 500ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><b>Lunch</b> -Grilled Liempo 120g -Ginataang Kalabasa 100g -Assorted fruits -Bottled water 500 ml</p> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><i>Note: with cutlery and tissue</i></p>	<p><b>37 Pax/Meal</b></p>
<p>Meals for Training of Milk Donor Screener</p>	<p><b>September 14, 2023</b> Venue: Nutrition Office 5<sup>th</sup> Floor Pasig City Hall</p>	<p><b>AM SNACK</b> -Pancit Canton 120g with 2pcs puto - Bottled Water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><b>LUNCH</b> -Rice -Mixed vegetables in butter with quail egg 100g -Chicken Cordon Bleu 100g -Mango Tapioca 95g -Bottled water 500 ml</p> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p>	<p><b>12<sup>4</sup> pax/meal</b></p>



<p><b>Family Planning</b></p> <p>Meals for Responsible Parenthood and Family Planning Caravan</p>	<p><b>September 15, 2023</b> Venue: Room 13 5<sup>th</sup> Floor Pasig City Hall</p>	<p><b>AM SNACK</b> -Pancit bihon 120g with sliced bread - Bottled water 500ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><b>LUNCH</b> -Rice -Beef broccoli 100g -Chicken teriyaki 100g -Assorted fresh fruits slices 95g -Bottled water 500 ml</p> <p><b>PM SNACK</b> -Bacon, Lettuce and Tomato sandwich Wrapped in foil -Bottled water 500ml <i>Note: with cutlery and tissue</i></p>	<p><b>51 pax/meal</b></p>
<p>Family Planning Program Implementation Review</p>	<p><b>November 17,2023</b> Venue: Room 13 5<sup>th</sup> Floor Pasig City Hall</p>	<p><b>AM SNACK</b> -Baked Macaroni with sliced bread -Bottled water 500ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><b>LUNCH</b> -Rice -Mixed vegetables in butter with quail egg 100g -Chicken Cordon Bleu 100g -Mango Tapioca 95g -Bottled water 500 ml</p> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p>	<p><b>136 pax/meal</b></p> <p><b>30 pax/meal</b></p>



<p><b>WCPU</b></p> <p>Meals for Training of WCPU</p>	<p><b>November 7,8,9,10 2023</b> Venue: 4<sup>th</sup> floor Old Bir Building</p>	<p><b>AM SNACK</b> -Baked Macaroni with sliced bread -Bottled water 500ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><b>LUNCH</b> -Rice -Beef broccoli 100g -Chicken teriyaki 100g -Assorted fresh fruits slices 95g -Bottled water 500 ml Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><b>PM SNACK</b> -Bacon, Lettuce and Tomato sandwich Wrapped in foil -Bottled water 500ml <i>Note: with cutlery and tissue</i></p>	<p><b>Am Snacks</b> <b>200 pax/meal</b></p> <p><b>Lunch</b> <b>166 pax/meal</b></p> <p><b>Pm Snack</b> <b>200 pax/meal</b></p> <p><b>(Divided in 4 Sessions)</b></p>
<p><b>SOCIAL HYGIENE/PATH HUB</b></p> <p>Meals for Training of Psychological Support for Women and Children with HIV</p> <p>(10 Sessions)</p>	<p><b>September 7,14, 15, 18, 2023</b> <b>October 13,16,27,28, 2023</b> <b>November 10, 13, 2023</b> Venue: PATH Hub Office CHAMP Comp. San Nicolas Pasig City</p>	<p><b>AM SNACK</b> -Baked Macaroni with sliced bread -Bottled water 500ml</p> <p>Packaging: Bento box with plastic lid cover</p>	<p><b>100 pax/meal</b> <b>Divided in 10 Sessions</b> <b>( 10 pax per Session)</b></p>
<p>Meals for Anti Stigma and Discrimination Seminar</p> <p>(10 Session )</p>	<p><b>September 5,7,12,14,19,21,26,28, 2023</b> <b>October 3,5, 2023</b> Venue: 7<sup>th</sup> floor Meeting Room Pasig City Hall</p>	<p><b>AM SNACK</b> -Beef Tapa, rice and egg - Bottled water 500 ml Packaging: Bento box with plastic lid cover</p>	<p><b>380 pax/meal</b> <b>(Divided in 10 Sessions)</b> <b>( 38 pax/meal Per session)</b></p>





		<p><b>LUNCH</b></p> <ul style="list-style-type: none"><li>-Rice</li><li>-Fish fillet 100g with tartar sauce</li><li>-Beef Caldereta 100g</li><li>-Banana</li><li>-Bottled water 500 ml</li></ul> <p>Packaging: Bento box with three division with plastic lid cover &amp; salad cup with lid</p> <p><i>Note: with cutlery and tissue</i></p> <p><b>PM SNACK</b></p> <ul style="list-style-type: none"><li>-Bacon, Lettuce and Tomato sandwich</li><li>Wrapped in foil</li><li>-Bottled water 500ml</li></ul> <p><i>Note: with cutlery and tissue</i></p>	
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Prepared by:

  
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Noted by:

  
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