



REQUEST FOR QUOTATION

Date: 24 August 2023

RFQ No.: 100-23-07-1754 - 1753

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 Price Coordinating Council and Local Incentive and Investment Board Meeting / Capacity Development for LEDIO Personnel – Pasig City Local Economic Development and Investment Office** with an Approved Budget for the Contract (ABC) of **Php 210,000.00**, 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 Packed Meal, <ul style="list-style-type: none">- AM and PM Snacks 150 grams of pasta or noodles with toasted bread placed in a biodegradable rectangle to-go container with spoon and fork, and 350 ml bottled water- Lunch 2 viands (beef/pork/chicken/fish) and rice (packaging: bento box with spoon and fork), and 350 ml of bottled water- Free flowing coffee- SEE TERMS OF REFERENCE	300	pax	500.00	150,000.00		
2	Catering (AM Snack, Lunch & PM Snack), <ul style="list-style-type: none">- AM and PM Snacks 150 grams of pasta with a sandwich and Iced Tea- Lunch Three Viands (Beef/Pork/Chicken/Fish) Vegetables, Salad, Soup, Rice and Iced Tea- With Free-Flowing Coffee- Inclusions: With at least four (4) waiters Buffet table with complete catering equipment and set-up	30	pax	2,000.00	60,000.00		

	<ul style="list-style-type: none"> - Four (4) Round Tables with Eight (8) chairs each Additional Rectangle Table for the Secretariat with Two (2) Chairs - 30 pax X P1,000 X 2 days - SEE TERMS OF REFERENCE - Delivery Date: October 26-27, 2023 					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	210,000.00			
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.**

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



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

 pasigcity.gov.ph

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

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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TERMS OF REFERENCE

Technical Specifications

Project Title: Price Coordinating Council and Local Incentive and Investment Board Meeting

Project Title	Date	Estimated number of pax	Unit cost	Budget Estimates
Price Coordinating Council Meeting	September 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00
Price Coordinating Council Meeting	October 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00
Price Coordinating Council Meeting	November 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00
Local Incentive and Investment Board Meeting	September 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00
Local Incentive and Investment Board Meeting	October 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00
Local Incentive and Investment Board Meeting	December 2023 (AM and PM Snacks, and Lunch)	50	500.00	25,000.00

Meals for Participants

- AM and PM Snacks – 150 grams of pasta with toasted bread placed in a biodegradable rectangle to-go container with a spoon and fork, and 350 ml of bottled water
- Lunch - 2 viands (1 beef/chicken/pork and 1 fish), rice (packaging: bento box with spoon and fork), and 350 ml bottled water
- Free Flowing Coffee

Delivery Terms:

- Place and Time of delivery will be coordinated 2-days before the scheduled date

Prepared by:

CRISOSTOMO IAN P. VERON CRUZ
Economist III, PCLEDIO

Reviewed and Approved by:

ATTY. DIEGO LUIS S. SANTIAGO
Officer-in-Charge, PCLEDIO



TERMS OF REFERENCE

Technical Specifications

Event Title: Capacity Development for LEDIO Personnel

Date of Activity	Estimated number of pax	Unit cost	Budget Estimates
October 26, 2023 (AM and PM Snacks, and Lunch)	30	1,000.00	30,000.00
October 27, 2023 (AM and PM Snacks, and Lunch)	30	1,000.00	30,000.00

- AM Snacks
 - 150 grams of pasta with a sandwich and Iced Tea
- Lunch
 - Three Viands (Beef/Pork/Chicken/Fish), Vegetables, Salad, Iced Tea
- PM Snacks
 - 150 grams of pasta with a sandwich and Iced Tea
- Free-flowing coffee
- Inclusions:
 - With waiters (at least 4)
 - Buffet Table with complete catering equipment and set-up
 - Four (4) VIP tables with eight (8) chairs each
 - Additional Table for Secretariat with two (2) chairs

Delivery Terms

- Place and Time of delivery will be coordinated 2-days before the scheduled date

Prepared by:

CRISOSTOMO IAN P. VERON CRUZ
Economist III, PCLEDIO

Reviewed and Approved by:

ATTY. DIEGO LUIS S. SANTIAGO
Officer-in-Charge, PCLEDIO