



REQUEST FOR QUOTATION

Date: 24 August 2023
RFQ No.: 100-23-08-1789

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 Health Education and Promotion Office for Strategic Planning – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 108,000.00**, 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	Meals, - Am Snacks, Lunch and Pm Snacks - Note: Please refer to TOR.	180	pax	600.00	108,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	108,000.00		
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.

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



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

 pasigcity.gov.ph



TERMS OF REFERENCE

A. PROCUREMENT TITLE

Food provision of Health Education and Promotion Office for Strategic Planning with Adolescent Health, Mental Health, WCPU, Social Hygiene, National Safe Motherhood Program, Family Planning, Tobacco Control Office and DSWD.

B. PROPONENT AND IMPLEMENTING AGENCY

Department of Health – Pasig City Health Department – Health Education and Promotion Office

C. DELIVERY SCHEDULE

- Date and time of delivery will be based on 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 5th floor Room 13, Pasig City Hall or to where the said activity/event shall take place between 8:00 am – 5:00 pm

E. TERMS OF PAYMENT

Processing of payment upon completion of delivery with Acceptance and Inspection Report


F. REQUIREMENT/SPECIFICATIONS

ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY	ESTIMATED COST
1. Meals for: Strategic Planning of different health programs Participants: Doctors, Nurses, HEPO staff & other personnel	Day 1 October 23, 2023 8:00 AM to 5:00 PM	AM Snack - Meaty spaghetti with toasted bread -Bottled mineral water 500 ml Packaging: Bento box with plastic lid cover Lunch -1 cup of Rice - Pork steak in mushroom - Fish fillet with tartar sauce - Buttered Veggies w/ quail eggs -Mango Tapioca -Bottled mineral water 500 ml Packaging: Bento box with 3 divisions with plastic lid cover& Salad cup with lid	60 pax	600.00/pax





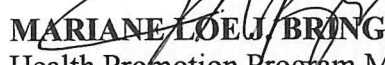
		PM Snack -Chicken sandwich wrapped in aluminum foil - Macaroni salad - Sweet 100% Pineapple juice 240ml/can <i>Note: with cutlery and tissue</i>		
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	Day 2 October 24, 2023 8:00 AM to 5:00 PM	AM Snack - PancitMalabon with puto -Bottled water 500 ml Packaging: Bento box with 1 division with plastic lid cover Lunch -1 cup of Rice -Beef Caldereta -Baked Fish -Fresh Lumpia Vegetables -BucoPandan Tapioca -Bottled water 500 ml Packaging: Bento box with 3 divisions with plastic lid cover& Salad cup with lid PM Snack -Ham and cheese sandwich wrapped in aluminum foil -Bottled water 500 ml <i>Note: with cutlery and tissue</i>	60 pax	600.00/pax 
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	Day 3 October 25, 2023 8:00 AM to 5:00 PM	AM SNACK -Baked Lasagna with Toasted bread -Bottled mineral water 500 ml Packaging: Bento box with plastic lid cover LUNCH - 1 cup of Rice - Roasted beef with gravy -Chicken Cordon Bleu -Buttered potato & Mushroom w/ toasted garlic -Coffee jelly salad -Bottled mineral water 500 ml Packaging: Bento box with 3 divisions with plastic lid cover& Salad cup with lid PM SNACK -Tuna sandwich wrapped in aluminum foil - Sweet 100% Pineapple juice 240ml/can <i>Note: with cutlery and tissue</i>	60 pax	600.00/pax
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Submitted by:


MARIANE LOEJ BRINGUELO, MD, MPH
Health Promotion Program Manager
Health Education and Promotion Office


ROSEMARIE P. HUERTAS, R.N
Health Education and Promotion Designate
Health Education and Promotion Office

Approved by:


JOSEPH R. PANALIGAN, MD, MHA
City Health Officer