



REQUEST FOR QUOTATION

Date: 25 August 2023
RFQ No.: 100-23-08-1831

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 Events of Gender and Development Office - GAD** with an Approved Budget for the Contract (ABC) of **Php 714,000.00**, 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	Catering, <ul style="list-style-type: none">- Breakfast: Choices of: longsilog, hotsilog, bangsilog, tosilogAM Snack: 1 Layer sandwich Choices of: Tuna, Chicken or ClubhouseLunch: 2 viands with side dish, rice, dessert, red juice viand 1 choices of: pork, beef or fish viand 2 choices of: chicken or seafoods dessert choices of: Buko pandan, Mango tapioca, Coffee jelly, Fruit salad or Buko SaladPM Snack: Pasta with bread or 2 Layer sandwich Choices of: Tuna, Chicken or Clubhouse - Including: chair and tables, waiter, complete catering set up and free flowing coffee - Program<ul style="list-style-type: none">I. Seminar on Responsible Parenthood and Reproductive Health - 120paxII. Seminar-Workshop Training of GAD TWG on Harmonized Gender And Development Guidelines (HGDG) - 95pax x 3days = 285paxIII. Seminar-Workshop Training of GAD-TWG on Gender Mainstreaming and Evaluation Framework - 95pax x 3days = 285pax	690	pax	600.00	414,000.00		

2	Food Packed Meal, - Breakfast: Choices of: longsilog, hotsilog, bangsilog, tosilog w/330ml bottled water AM Snack: 1 Layer sandwich w/330ml bottled water Choices of: Tuna. Chicken or Clubhouse Lunch: 2 viands, rice and dessert, 330ml bottled water viand 1 choices of: pork, beef or fish viand 2 choices of: chicken or seafoods dessert choices of: Brownies, Revel bar, Crinkles or Yema cake PM Snack: 2 Layer sandwich w/330ml bottled water Choices of: Tuna. Chicken or Clubhouse - Packaging bento box with spoon and fork - Program I. Seminar on Responsible Parenthood and Reproductive Health - 210pax II. Seminar Workshop on Anti-Human Trafficking Act. - 290pax a. LCAT - 80 b. LCW - 210	500	pax	600.00	300,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		714,000.00			
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;

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



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- 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

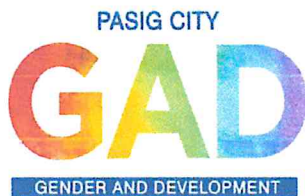
I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)



1831

GENDER AND DEVELOPMENT OFFICE

TERMS OF REFERENCE

For

FOOD SERVICES FOR THE VARIOUS EVENTS OF THE GENDER AND DEVELOPMENT OFFICE

SOURCE OF FUNDS: GAD Fund

I. BACKGROUND

This is a series of seminar workshop activities that aim to define the strategic interventions, indicators, and targets that will be pursued to achieve GAD goals over time. Members of the GAD Executive Committee, Technical Working Group, and Secretariat, the GAD Department, and various program implementers in the city, NGOs and Barangay are the intended participants for these activities.

II. VENUE, DATE OF EVENTS AND SPECIFICS

TITLE: Seminar Workshop on Gender Analysis Tools

Seminar on Responsible Parenthood and Reproductive Health

Seminar Workshop on Anti-Human Trafficking Act

PROGRAM TITLE	DATE	VENUE	UNIT	NO. OF PAX
Seminar on Responsible Parenthood and Reproductive Health	Sept. 7, 2023	PLP	Catering	120
Seminar Workshop Training of GAD TWG on HGDG	Oct 11, 2023	PLP	Catering	95
	Oct 12, 2023	PLP	Catering	95
	Oct 13, 2023	PLP	Catering	95
Seminar Workshop Training of GAD TWG on GMEF	Oct 25, 2023	PLP	Catering	95
	Oct 26, 2023	PLP	Catering	95
	Oct 27, 2023	PLP	Catering	95
Seminar on Responsible Parenthood and Reproductive Health	Sept. 22, 2023	Tanghalang Rizal	Pack Meals	210
Seminar Workshop on Anti-Human Trafficking LCAT	Oct 17, 2023	PLP	Pack Meals	80
Seminar Workshop on Anti-Human Trafficking LCW	Oct 19, 2023	Tanghalang Rizal	Pack Meals	210

Food Services:

The food service provider will prepare and deliver meals at the venue.

Catering Services Package includes chairs and tables, waiters, a full catering setup, and free-flowing coffee.

Packed meals packaging: Bento box with spoon and pork

Note: On the Seminar-Workshop on Anti-Human Trafficking LCW (please provide table and chair)

III. DELIVERY AND TERM OF PAYMENT

The deliveries will be staggered, and a portion of the food served will be paid for each month.


JOSE REY Q. ESPINA
Executive Asst. V/OIC GAD Office

GBM/082023