



REQUEST FOR QUOTATION

Date: 31 August 2023
RFQ No.: 100-23-07-1769

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 Activities, Meetings and Special Projects – Human Resource Development Office** with an Approved Budget for the Contract (ABC) of **Php 989,000.00**, 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
	FOOD PROVISION						
1	Light Packed Meal, - (2) viands (fish; choice of meat: chicken, pork or beef; and vegetables), (1) rice, (1) 350ml bottled water, with utensils	800	sets	330.00	264,000.00		
2	Heavy Packed Meal, - (2) viands (fish; choice of meat: chicken, pork or beef; and vegetables) with side dish, (1) rice, (1) dessert, (1) 350ml bottled water, with utensils	1500	sets	350.00	525,000.00		
3	Heavy Snack, - (1) main snack, (1) 350ml bottled water, with utensils - * Date and Time of Delivery will be based on event schedule - * Event schedule may change based on prevailing circumstances - * Should arrive on the scheduled time - * Meals should be served in compartmentalized food container - * Possible cancellation of delivery (3) three days before the scheduled event depending on the situation - Claims: The supplier will cover medical expenses for any illness/complaints related to food consumption - Foods for various activities of HRDO: - * Special Projects	800	sets	250.00	200,000.00		

	<ul style="list-style-type: none"> - * Meetings and activities with National Government Agencies - * Sports Fest 2023 - * Handog Pasasalamat to Employees - * And other activities - SEE ATTACHED TERMS OF REFERENCE 					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	989,000.00			
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



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

Procurement of Light Packed Meal, Heavy Packed Meal and Heavy Snack for various activities of Human Resource Development Office

Procurement of Light Packed Meal, Heavy Packed Meal and Heavy Snack for various activities of Human Resource Development Office	Minimum Requirements
1. Estimated Budget	P 989, 000.00
2. Scope	<p>Delivery of Light Packed Meal, Heavy Packed Meal and Heavy Snack for various activities of Human Resource Development Office</p> <p>1.) Light Packed Meal - (2) viands (fish; choice of meat: chicken, pork or beef; and vegetables), (1) rice, (1) 350ml bottled water, with utensils</p> <p>2.) Heavy Packed Meal - (2) viands (fish; choice of meat: chicken, pork or beef; and vegetables) with side dish, (1) rice, (1) dessert, (1) 350ml bottled water, with utensils</p> <p>3.) Heavy Snack - (1) main snack, (1) 350ml bottled water, with utensils</p> <p>* Date and Time of Delivery will be based on event schedule * Event schedule may change based on prevailing circumstances * Should arrive on the scheduled time * End-user will notice the supplier at least 2 to 3 days for the exact date and number of pax upon received of noticed to proceed * Meals should be served in compartmentalized food container * Possible cancellation of delivery (3) three days before the scheduled event depending on the situation * Will be used from September to December 2023 or when everything is used up (which ever comes first).</p> <p>Claims: The supplier will cover medical expenses for any illness/complaints related to food consumption</p> <p>Foods for various activities of HRDO:</p> <ul style="list-style-type: none">* Special Projects* Meetings and activities with National Government Agencies* Sports Fest 2023* Handog Pasasalamat to Employees* And other activities



<p>3. Terms of Services</p>	<p>CATERING / DELIVERY FOOD PACKS</p> <p>ELIGIBILITY REQUIREMENT</p> <ol style="list-style-type: none"> 1. Functional industrial kitchen with tools and equipment capable of serving at least 100 pax, such as but not limited to sets of: * Cooking Utensils * Cutting tools * Cooking equipment * Refrigerator and/or Freezer. <p>FOOD SAFETY, SANITATION AND QUALITY CONTROL</p> <ol style="list-style-type: none"> 1. The supplier shall provide aside from food, all kitchen tools and equipment, cooking utensils, dining wares, food containers and other supplies and materials required to deliver the services. 2. The supplier shall deploy adequate personnel with health certificates to carry out the services. 3. The supplier/service provider shall ensure that the quality of food and service levels are maintained at all times. Compliance with the Food and Safety Act of 2013 and FDA Advisory No. 2015-066 shall be monitored by the procuring entity. 4. The supplier shall ensure utmost cleanliness and proper hygiene in the preparation, handling and service of food. It shall strictly comply with all existing laws and applicable ordinances governing food safety and sanitation standards, Sanitation Code of the Philippines or PD 856, RA 3720 amended by EO 175, environmental laws such as RA 8749, RA 9003, RA 9275, among others. 5. All food preparation to be served shall be subject to inspection by the LGU Inspectorate Team or its authorized representative to ensure food safety and quality control. 6. The supplier shall be responsible for environmental concerns, hence "single use" plastic straws, cups and any styropor materials are prohibited. <p>INSPECTION AND TEST</p> <ol style="list-style-type: none"> 1. The procuring entity reserves the right to inspect the premises of the supplier to ensure that food is prepared in the most hygienic conditions. 2. All necessary laboratory tests that maybe undertaken by procuring entity on the good(s) as need arise, shall be for the account of the supplier. 3. Sanitary Permits of establishment and health regulatory permits of worker should be presented upon request by the Procuring Entity for monitoring for the duration of the contract.
<p>4. Delivery</p>	<p>* Date and Time of Delivery will be based on event schedule * Event schedule may change based on prevailing circumstances * Should arrive on time</p>





	<p>* Meals should be served in agreed portion * Possible cancellation of delivery (3) three days before the scheduled event depending on the situation</p>
5. Payment	Payment shall be made in monthly basis
6. Cost Breakdown	<p>1.) Light Packed Meal 800 sets x P330.00 = P264,000.00</p> <p>2.) Heavy Packed Meal 1,500 sets x P350.00 = P525,000.00</p> <p>3.) Heavy Snack 800 sets x P250.00 = P200,000.00</p> <p>Total Price : P989,000.00</p>

Prepared by:

ELVIRA R. FLORES, MNSA, CESE

City Human Resource Development Officer