



REQUEST FOR QUOTATION

Date: 07 September 2023

RFQ No.: 100-23-07-1513

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 University Wide Activities – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 680,350.00**, 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
<u>UNIVERSITY WIDE ACTIVITIES</u>							
1	Breakfast: Pack 1, - Clubhouse sandwich, bottled water 350 ml	55	pax	100	5,500.00		
2	Breakfast: Pack 2, - (Silog meals) garlic rice, egg, bottled water 350 ml	400	pacx	150	60,000.00		
3	Lunch: Pack 1, - 1 Viand, rice, dessert, bottled water 350 ml	353	pax	150	52,950.00		
4	Lunch: Pack 2, - 2 Viand, rice, dessert, bottled water 350 ml	670	pax	250	167,500.00		
5	PM Snack: Pack 1, - Pasta, bottled water 350 ml	365	pax	100	36,500.00		
6	PM Snack: Pack 2, - Pasta, bread / puto, bottled water 350 ml	610	pax	150	91,500.00		
7	PM Snack: Pack 3, - Pasta, full clubhouse sandwich, bottled water 350 ml	100	pax	200	20,000.00		
8	Bottled Water, - 350 ml	1520	pcs	20	30,400.00		
9	Catering Services, - Breakfast - AM Snack - Lunch - PM Snack - (See attached terms of reference)	160	pax	1,350.00	216,000.00		

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	680,350.00	
DELIVERY TERM: Please refer to the Terms of Reference.			

SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

REQUIREMENTS:

ITEM 9: CATERING SERVICES - 8:00AM-5:00PM

A. FOOD: SEPT. 18, 2023 – 80 PAX

Breakfast Day 1: 3 viands: Tapa, Daing na Bangus, Chicken Adobo, Fried Rice, Fried Egg, 1 dessert, 1 round of juice, provision for coffee
AM Snack: Carbonara, Garlic Bread, 1 round of juice, provision for coffee
Lunch: 5 viands : 1 Beef Stroganoff, 1 BBQ Pork Belly, 1 Chicken Pomodoro, 1 Garlic Butter Shrimp, 1 Baked Vegetable with Bechamel Sauce 1 Pasta: Aglio Olio 1 Dessert: Mango Tapioca 1 round of Iced Tea 1 rice, provision for coffee, provision for vegetarian and Muslim
PM Snack : 1 Baked Lasagna, Garlic Bread, 1 round of juice, provision for coffee

SEPT. 19, 2023 – 80 PAX

Breakfast Day 2: 3 viands: Longganisa, Chicken Fillet, Cornedbeef, Fried Rice, Fried Egg, 1 dessert, 1 round of juice, provision for coffee
AM Snack: Clubhouse Sandwich, Mojoes/Fries, 1 round of juice, provision for coffee
Lunch: 5 viands : 1 Beef Caldereta, 1 Pork Hamonado, 1 Chicken Pastel, 1 Rellenong Bangus, 1 Wrapped Lumpiang Ubod 1 Noodle: Pancit Canton 1 Dessert: Leche Flan 1 round of Iced Tea 1 rice, provision for coffee, provision for vegetarian and Muslim
PM Snack : 1 Tuna Pesto, 1 cheeseburger, 1 round of juice, provision for coffee

B. INCLUSIONS:

Complete Catering Set-up:
- Round tables good for 10 with floor-length table cloth and centerpiece.
- Table Napkin and Full set of cutleries
- Chairs with seat cover
- Skirted Buffet Station with center piece
- Uniformed Waiters
- Provision for unlimited coffee and water

SEPTEMBER ACTIVITIES 2023

Date of Event	Event Title	Meal	Menu	No. of Pax/ pcs	Delivery Time and Place
September 13, 2023	PLP University Extension Services Program (DAY 1) HERO (USAID Opportunity 2.0)	Breakfast:	Silog meals (chicksilog), Garlic rice, egg, bottled water (350ml)	150	7:30 am
		Pack 2 (ITEM 2)			
		ITEM 8	Bottled Water (350ml)	350pcs	
		Lunch:			

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

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		Pack 2 (ITEM 4)	2 viands (Roast pork, Lumpiang hubad), rice , dessert (buko pandan), bottled water (350ml)	100	11:00 am
		PM Snack: Pack 2 (ITEM 6)	Pasta (fettucine carbonara), bread and bottled water (350ml)	100	2:00 pm PLP Banquet Hall
September 14, 2023	PLP University Extension Services Program (DAY 2) HERO (USAID Opportunity 2.0)	Breakfast: Pack 2 (ITEM 2)	Silog meals (Longsilog), garlic rice , egg, bottled water (350ml)	100	7:30 am
		ITEM 8	Bottled Water (350ml)	300	
		Lunch: Pack 2 (ITEM 4)	2 viands (rellepong bangus, chopsuey w/ quail egg) rice , dessert (mango tapioca) , bottled water (350ml)	100	11:00 am
		PM Snack: Pack 2 (ITEM 6)	Sotanghon, puto and bottled water (350ml)	100	2:00 pm PLP Banquet Hall
September 15, 2023	PLP University Extension Services Program (DAY 3) HERO (USAID Opportunity 2.0)	Breakfast: Pack 2 (ITEM 2)	Silog meals (Tapsilog), garlic rice, egg, bottled water (350ml)	150	7:30 am
		ITEM 8	Bottled Water (350ml)	300	
		Lunch: Pack 2 (ITEM 4)	Chicken Cordon Bleu, Mixed Vegetables in butter with quail eggs, coffee jelly, bottled water (350ml)	100	11:00 am
		PM Snack: Pack 2 (ITEM 6)	Baked Macaroni with Toasted Bread, bottled water (350ml)	100	2:00 pm PLP Banquet Hall
September 19, 2023	Britannica Academic Orientation	PM Snack: Pack 1 (ITEM 5)	Pancit w/ 1piece of BBQ and bottled water (500ml)	115	12:00nn PLP University Library
September 20, 2023	Teaching Students How to Manage Their Emotions: Managing and Dealing with Stress	Lunch: Pack 1 (ITEM 3)	1 viand (Beef Broccoli), Rice, Almond Buko Lychee, Bottled Water (350ml)	107	10:30 am
		PM Snack: Pack 3: (ITEM 7)	Full clubhouse & baked macaroni, bottled water (350ml)	50	2:30 pm Ground Floor, Vice-Presidents Office
September 21, 2023	Gale Ebooks Orientation	PM Snack: Pack 1 (ITEM 5)	Pancit w/ 1piece of BBQ and bottled water (500ml)	115	12:00nn PLP University Library

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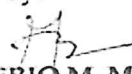
September 21, 2023	College of Engineering Extension Services Program	Lunch: Pack 1 (ITEM 3)	1 viand (sweet & sour pork), rice, buko pandan, bottled water (350ml)	80	11:00am
		PM Snack: Pack 1 (ITEM 5)	Palabok, bottled water (350ml)	80	2:30pm PLP College of Engineering
September 22, 2023	Athletes General Assembly for LCU-AA 2023 (Sending OFF Party)	Lunch: Pack 2 (ITEM 4)	2 viands (Chicken and vegetables), rice, dessert (buko pandan) and bottled water (350ml)	120	11:00am PLP Banquet
		ITEM 8	Bottled water (350ml)	120pcs	
September 25, 2023	College of Computer Studies Extension Service Program	Breakfast: Pack 1 (ITEM 1)	3 Layer clubhouse Sandwich, bottled water (350ml)	55	9:00 am
		Lunch: Pack 1 (ITEM 3)	1 viand (Chicken Pastel), rice, coffee jelly, bottled water (350ml)	60	11:00am
		PM Snack: Pack 1 (ITEM 5)	Chicken solanghon soup, bottled water (350 ml)	55	3:00pm PLP Library
September 26, 2023	Teaching Parents How To Manage Their Emotions: Managing and Dealing With Stress	Lunch: Pack 1 (ITEM 3)	1 viand (Chicken Cordon Bleu), rice, dessert (Almond buko lychee), bottled water (350ml)	106	10:30 am
		PM Snack: Pack 3: (ITEM 7)	Full clubhouse & lasagna, bottled water (350ml)	50	2:30 pm Ground Floor, Vice-Presidents Office
September 27, 2023	A.Y. 2023-2024 Students Orientation	Lunch: Pack 2 (ITEM 4)	2 viands (chicken and vegetables) rice, dessert (buko pandan), bottled water (350ml)	250	10:30am
		ITEM 8	Bottled Water (350ml)	450pcs	
		PM Snack: Pack 2 (ITEM 6)	Tapsilog or Chicksilog, bottled water (500ml)	140	3:00pm Ground Floor, SAS Office
September 28, 2023	Oathtaking & Student Leaders General Assembly	PM Snack: Pack 2 (ITEM 6)	Pancit, puto and bottled water (350ml)	170	2:00pm PLP Banquet Hall

NOTE: The schedule of delivery may vary.



Prepared by:



MS. MARIA LILIBETH OLIVAR
Executive Assistant

Noted by:


GLICERIO M. MANINGAS
University President

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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.

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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)

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