



REQUEST FOR QUOTATION

Date: 18 September 2023
RFQ No.: 100-23-07-1729

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 244,450.00**, 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	AM Snack: Pack 1, - Pasta, Bread / Puto, Coffee / Bottled Water 350 ml	120	pax	150.00	18,000.00		
2	AM Snack: Pack 2, - Tapsilog, coffee / hot choco	125	pax	130.00	16,250.00		
3	Lunch: Pack 1, - 1 Viand, rice, dessert, bottled water 350 ml	90	pax	150.00	13,500.00		
4	Lunch: Pack 2, - 2 Viand, rice, dessert, bottled water 350 ml	455	pax	250.00	113,750.00		
5	Lunch: Pack 3, - 1 Viand, rice, lumpiang sariwa, - dessert, bottled water 350ml	110	pax	220.00	24,200.00		
6	PM Snack: Pack 1, - Pasta, bread / puto, bottled water 350 ml	345	pax	150.00	51,750.00		
7	Bottled Water, - 350 ml	350	pcs	20.00	7,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		244,450.00			
DELIVERY TERM: Please refer to the Terms of Reference.							



SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

Date of Event	Event Title	Meal	Menu	No. of Pax	Delivery Time and Place
October 14, 2023	CAS-College Extension Services Usaping Pang-isipan: Ating Alamin	AM Snack: Pack 1 (ITEM 1)	Chicken Sandwich, pancit and bottled water (350ml)	100	9:00am Brgy. Hall, Santolan Pasig City
October 16, 2023	Capacity Building for Peer Facilitators	AM Snack: Pack 2 (ITEM 2)	Tapsilog with Coffee and bottled water (350ml)	125	8:00am
		Lunch: Pack 2 (ITEM 4)	2 viands (orange chicken, stirry fry vegetables), rice, bottled water (350ml)	125	11:00am
		PM Snack: Pack 1 (ITEM 6)	Carbonara, Beef burger w/ Tomato, Lettuce & Cheese, bottled water (350ml)	125	1:00pm PLP Guidance Office
October 17, 2023	Extension Services-PLP Blood Letting: "Dugong Alay, Daloy Pag-Asa ng Buhay"	Lunch: Pack 1 (ITEM 3)	1 viand (sliced pork asado), rice, buko pandan, bottled water (350ml)	90	11:00am Function Hall
October 20, 2023	Extension Services-PLPasiGabay Kaagapay: "Strengthening Volunteerism To Promote Community Welfare"	PM Snack: Pack 1 (ITEM 6)	Fettuccine Carbonara, toasted bread, bottled water (350ml)	75	1:00pm Banquet Hall
October 23, 2023	Student Leaders Group Dynamics	AM Snack: Pack 1 (ITEM 1)	Spaghetti w/ clubhouse and coffee (for coffee, it can be 3-in-1, include the disposable cups and stirrer)	10	8:00am
		ITEM 7	Bottled Water (350ml)	190pcs	11:00am
		Lunch: Pack 2 (ITEM 4)	2 viands (seafood or chicken or pork and vegetables) rice, buko pandan, bottled water (350ml)	170	
		PM Snack: Pack 1 (ITEM 6)	Pasta, Beef burger with Tomato, Lettuce & Cheese, bottled water (350ml)	10	2:00pm PLP Library



October 27, 2023	Capping and Pinning	Lunch: Pack 3 (ITEM 5)	1 viand (chicken condon bleu), Lumpiang sariwa, rice, buko pandan, bottled water (350ml)	110	10:30am Tanghalang Pasigueno
November 13, 2023	4 th Leadership Training Seminar and Workshop	AM Snack: Pack 1 (ITEM 1)	Baked macaroni with clubhouse and coffee (for coffee, it can be 3-in-1, include the disposable cups and stirrer)	10	8:00am
		ITEM 7	Bottled Water (350ml)	160pcs	
		Lunch: Pack 2 (ITEM 4)	2 viands (seafood or chicken or pork and vegetables) rice, buko pandan, bottled water (350ml)	160	11:00am
		PM Snack: Pack 1 (ITEM 6)	Pancit canton with ham and egg sandwich, bottled water (350ml)	10	2:00pm PLP Banquet Hall
November 17, 2023	Extension Services- PLPasiGabay Kaagapay: "Strengthening Volunteerism To Promote Community Welfare"	PM Snack: Pack 1 (ITEM 6)	Full clubhouse sandwich, French fries or potato chips, bottled water (350ml)	125	1:00pm Banquet Hall

NOTE:

The Schedule of delivery may vary. End-user will coordinate 2 days before the event.
Meals Requirements: Meals must be in Bento box spoon, fork, and tssue.

Prepared by:

MARIA LILIBETH A. OLIVAR
Executive Assistant

Approved:

GLICERIO M. MANINGAS
University President

Alkalde Jose St. Kapisigan, Pasig City 1600, Metro Manila



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

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

pasigcity.gov.ph

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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