



REQUEST FOR QUOTATION

Date: 05 October 2023
RFQ No.: 100-23-07-2042

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 Civil Society Organization Consultation and Agenda Meeting – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 910,000.00**, 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	Food, <ul style="list-style-type: none">- AM Snacks- 150 grams of pasta/ noodles (filipino merienda food) with toasted bread placed in a biodegradable rectangle to-go container with a spoon and fork, and 350 ml of bottled water- with free-flowing coffee	1000	packs	280.00	280,000.00		
2	Food Lunch, <ul style="list-style-type: none">- 2 Viands (vegetables/beef/pork/chicken/fish), rice and 350 ml bottled water- Packaging: bento box with spoon and fork)- with dessert	1000	packs	350.00	350,000.00		
3	PM Snacks, <ul style="list-style-type: none">- 150 grams of pasta/ noodles with toasted bread place in biodegradable reactangle to-go container with a spoon and fork, and 350 ml bottled water- with free-flowing coffee- Please see attached Terms of Reference for other important details	1000	packs	280.00	280,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		910,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE

Procurement of Packed Meals for the Activities of the Office of the City Mayor

MONTH	SCHEDULE	ACTIVITY	VENUE
OCTOBER	<ul style="list-style-type: none"> ● October 19, Thu ● October 26, Thu 	<ul style="list-style-type: none"> ● ODP/TAPAT/Konsultahan ● M2C Mentoring 	<ul style="list-style-type: none"> ● Meeting Room ● Meeting Room
NOVEMBER	<ul style="list-style-type: none"> ● November 9, Thu ● November 15, Wed ● November 17 to 19, Fri to Sun ● November 23, Thu 	<ul style="list-style-type: none"> ● ODP/TAPAT/Konsultahan ● GAD Training ● OCM Year-End Evaluation ● ODP/TAPAT/Konsultahan ● M2C Mentoring 	<ul style="list-style-type: none"> ● Meeting Room ● Ortigas TBA ● TBA ● Meeting Room ● Meeting Room
DECEMBER	<ul style="list-style-type: none"> ● December 07, Thu ● December 21, Thu ● December 27, Wed 	<ul style="list-style-type: none"> ● ODP/TAPAT/Konsultahan ● ODP/TAPAT/Konsultahan ● CSO Year-End Activity 	<ul style="list-style-type: none"> ● Meeting Room ● Meeting Room ● TBA

I. Scope of Work


1. The Supplier shall provide packed snacks in biodegradable take-out containers, preferably a noodle/pasta dish or Filipino *merienda* food with one (1) 350mL bottle of purified drinking water. Menu options include, but are not limited to:
 - a. Noodle/pasta options: carbonara, baked mac, pancit palabok, pancit bihon, lasagna
 - b. Filipino *merienda* food options: arroz caldo, ginataang halo-halo, ginataang mais, sopas, champorado, empanada
2. Morning snacks must be delivered by 7:00a.m. at the designated delivery location.
3. Afternoon snacks must be delivered by 2:00p.m. at the designated delivery location.
4. The Supplier shall also provide packed lunch in biodegradable take-out containers, with one (1) 350mL bottle of purified drinking water, consisting of white rice, vegetables, choice of beef/pork/chicken, and dessert. Menu options include, but are not limited to:
 - a. Vegetable dish: chop suey, ensalada, ginisang monggo
 - a. Beef dish: beef caldereta, bistek Tagalog, beef kare-kare,
 - b. Chicken dish: chicken teriyaki, chicken pastel, adobong manok, fried chicken
 - c. Pork dish: Bicol express, pork salpicao, pork katsuon, pork sinigang
 - d. Dessert: fresh fruits, buko pandan, coffee jelly, chocolate brownie, gulaman
5. Lunch must be delivered by 11:00a.m. at the designated delivery location.
6. A proposed menu with descriptions must be presented to the end user and must be approved by the end user.




Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila
 mayorsoffice@pasigcity.gov.ph | 8643-1111 local 1801, 8642-8892

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



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PASIG
CITY

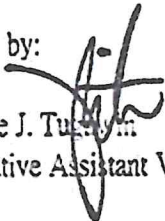
OFFICE OF THE CITY MAYOR

7. The Supplier shall include paper table napkins, disposable utensils and bottled water (at least 350ml per bottle).
8. Free-flowing coffee shall be made available in a percolator, complete with sugar and creamer.
9. No dishwashing shall be done at the event location.
10. The Supplier shall deploy at least one (1) catering staff to assist at each event.
11. The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.
12. The Supplier shall ensure that the packed meals and other utensils are clean and kept in a hygienic and proper manner at all times.
13. When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
14. The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.

Prepared by:


Trishia Kaye B. Alava
Administrative Aide III



Noted by:



Rechie J. Tugano
Executive Assistant V

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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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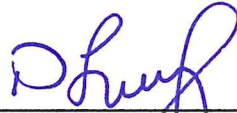


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For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



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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