



REQUEST FOR QUOTATION

Date: 09 October 2023

RFQ No.: R1 100-23-09-1968

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 **Catering Services for the Support to Group of Women in 30 Barangays, LCW and Clients of the Bureau of Jail Management and Penology – Gender and Development** with an Approved Budget for the Contract (ABC) of **Php 276,000.00**, 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, - Breakfast: Choices of: longsilog, hotsilog, bangsilog, tosilog AM Snack: 1 Layer sandwich Choices of: Tuna, Chicken or Clubhouse Lunch: 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 Salad PM 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	160	pax	600.00	96,000.00		
2	Food Packed Meal, - AM Snack: Choices of: Pasta w/bread or Silog, 330ml bottled water 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 Choices of: Tuna, Chicken	400	pax	450.00	180,000.00		

	or Clubhouse, 330ml bottled water Packaging bento box with spoon and fork					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	276,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.						



TERMS OF REFERENCE

For

FOOD SERVICES FOR THE VARIOUS EVENTS OF GENDER AND DEVELOPMENT OFFICE

SOURCE OF FUNDS: GAD Fund

I. BACKGROUND

This project aims to reach out to women leaders in the barangay and to the Local Council of Women so that they may be able to participate and have access to livelihood and financial literacy learning and Development including choice empowerment. Provide psychological and livelihood support to Parolees and their families, and volunteers.

II. VENUE, DATE OF EVENTS AND SPECIFICS

TITLE: Support to Group of Women in 30 Barangays and LCW
Support to Clients of the Bureau of Jail Management and Penology


PROGRAM TITLE	DATE	VENUE	UNIT	NO. OF PAX
Support to Group of Women in 30 Barangays and LCW	October 23, 2023	PLP Banquet Hall, HRM Building	Catering	80
	October 24, 2023		Catering	80
Support to Clients of the Bureau of Jail Management and Penology	November 14, 2023	Pasig City Jail (Female)	Packed Meal	100
	November 15, 2023			100
	November 16, 2023	Pasig City Jail (Male)		100
	November 17, 2023			100

Food Services:



The food service provider will prepare and deliver meals at the venue. The Catering Services Package includes chairs and tables, waiters, a full catering setup, and free-flowing coffee.


III. DELIVERY AND TERM OF PAYMENT

The delivery shall be staggered, and payment shall be made after the food is served at 100%.


JOSE REY Q. ESPINA
Executive Asst. V/OIC GAD Office
GBN/092023

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.

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



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

 pasigcity.gov.ph

Page 3 of 4 | RFQ No. R1 100-23-09-1968 | RLD

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

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

 pasigcity.gov.ph

Page 4 of 4 | RFQ No. R1 100-23-09-1968 | RLD