



REQUEST FOR QUOTATION

Date: 11 October 2023
RFQ No.: 100-23-08-1658

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 Research Conference of Teaching and Non-Teaching Personnel – Education Unit** with an Approved Budget for the Contract (ABC) of **Php 320,000.00**, 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	Packed meals, <ul style="list-style-type: none">- Breakfast- each pack consists of the following: 1 rice, 1 beef dish, 1 sunny side up egg, 1 fruit and 1 350ml bottled water- Lunch- each pack consists of the following: 1 rice, 1 viands dish with veggie, 1 dessert, and 1 350ml bottled water- Snacks- each pack consists of the following: 1 sandwich, 1 pasta dish, 1 bread, and 1 350ml bottled water- Packaging shall be contained in biodegradable plastic container (bento box style) with plastic utensils- Please see attached Terms of Reference	400	pax	500.00	200,000.00		
2	Packed meals, <ul style="list-style-type: none">- Snacks- each pack consists of the following: 1 sandwich, 1 noodle/pasta dish, and 1 350ml bottled water- Dinner- each pack consists of the following: 1 rice, 2 viands dish, 1 dessert, and 1 350ml bottled water	300	pax	400.00	120,000.00		

	<ul style="list-style-type: none"> - Packaging shall be contained in biodegradable plastic container (bento box style) with plastic utensils - Please see attached Terms of Reference 						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		320,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.							

TERMS OF REFERENCE

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PACKED MEALS

The Schools Division of Pasig (SDO-PASIG) intends to procure packed meals for the **Research Conference (teaching and non-teaching)**.

I. PROJECT DESCRIPTION

The project entails the procurement of Food Packs for teaching and non-teaching personnel packed meals and with the following details:

November 29, 2023

Day 1 – 200pax

Full Meal

A. Breakfast

- 1 rice
- 1 Tapsilog
- 1 Banana
- 1 bottled water

B. Lunch meal

- 1 Rice
- 1 Pork Tonkatsu with shredded cabbage
- 1 Dessert Leche flan
- 1 Drinks 350ml bottled water

C. Snacks

- 1 Creamy Carbonara
- 1 ham sandwich
- 1 Garlic bread
- 1 bottled water

November 30, 2023

Day 2 – 200pax

Full Meal

D. Breakfast

- 1 Rice
- 1 Corned beef
- 1 Banana
- 1 bottled water

E. Lunch meal

- 1 Rice
- 1 Beef Caldereta
- 1 lumpiang sariwa

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



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1 Fruit salad
1 bottled water

F. Snacks
1 Pansit Guisado
1 egg sandwich
1 bottled water

December 5, 2023
300 pax

G. Snack
1 Creamy Carbonara
1 Garlic Bread
1 bottled water

H. Dinner
1 rice
1 cordon bleu
1 saute baguio beans
1 buko pandan
1 bottled water

II. MODE OF PROCUREMENT

The Procurement for the supply and delivery of Food Packs shall be undertaken through Alternative Method of Procurement – Small Value under the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act)"

III. DATE OF DELIVERY AND REQUIREMENTS

Meals should be delivered on time and in an organized manner
Delivery times and location will be provided closer to the event date.
Delivery time: 2hrs before the schedule breakfast lunch and snack

Location Tanghalan Rizal
Look for Ms. Lovely Rollaine B. Cruz – 09059320623
November 29-30, 2023
December 5, 2023



IV. RESPONSIBILITY OF THE SUPPLIER


- a. The supplier shall provide the food packs with reasonable care, skill and diligence. All goods supplied shall be new and fresh.
- b. The supplier must deliver the food packs following the delivery schedule specified in the above schedule requirements.
- c. The supplier must submit the detailed food line up for the lunch with description as necessary.
- d. The supplier shall ensure that the food container and other items must be clean and kept in hygiene and proper manner at all times.
- e. Where food packs are rejected as being damaged spoiled or otherwise falling to conform to the requirements in these terms, the supplier shall at its own cost, remove, replace and re-perform and/or take such corrective action as may be required to enable the food packs
- f. To conform to the requirements and satisfaction of the end-user.

Prepared by:


LOVELY ROLLAINE B. CRUZ
SEPS-Planning and Research

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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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