



## REQUEST FOR QUOTATION

Date: 19 October 2023  
RFQ No.: 100-23-07-2057

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 **Supply and Deliver of Various Grocery Packs for the Distribution to Various LGU Mayors, Heads of National Government Agencies, and Pasig City Government Department Heads – City Mayor's office** with an Approved Budget for the Contract (ABC) of **Php 989,700.00**, 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	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
<b>For distribution to various Pasig City Government Department Heads, Assistant Department</b>								
1	BBQ Sauce, at least 600ml-bottle		250	bottle	220.00	55,000.00		
2	Fruit Jam/Jelly, at least 500g-jar		250	jar	300.00	75,000.00		
3	Peaches Halves in Syrup, at least 800g-can		250	pcs	250.00	62,500.00		
4	Penne Rigate ( at least 1kg)		250	pcs	240.00	60,000.00		
5	Basilico w/ 100% tomato 400G (jar)		250	jar	200.00	50,000.00		
6	Grated Parmesan Cheese ( at least 250g), (250g)		250	pcs	300.00	75,000.00		
7	Bottled Red Wine ( at least 750ml)		250	bottle	380.00	95,000.00		
8	Granulated Instant Coffee- ( 200g- jar)		250	jar	490.00	122,500.00		
9	Butter Cookies (tin can)		250	can	250.00	62,500.00		
10	Cheddar Cheese, (430g)		250	pcs	260.00	65,000.00		
11	Supply, Delivery and Packaging of Various Food Items, **Please see attached TOR for further details		250	set	400.00	100,000.00		

For distribution to various LGU Mayors, Head of various National Government Agency							
12	Bottled White Wine, at least 750ml-bottle		40	bottle	440.00	17,600.00	
13	Roasted Coffee, 400g per pcs		40	pcs	325.00	13,000.00	
14	Corned Beef, 400g (canned), *easy open can		40	pcs	325.00	13,000.00	
15	Spiced Ham, 340g (canned), *easy open can		40	can	230.00	9,200.00	
16	Gourmet Chocolate, at least 10 pcs per box		80	box	220.00	17,600.00	
17	Steak Sauce, at least 425g-bottle		40	pcs	295.00	11,800.00	
18	Fetucine Italian Pasta, (500g)		40	pcs	161.00	6,440.00	
19	Italian Green Pesto Sauce, (540g)		40	jar	192.00	7,680.00	
20	Truffle Flavored Olive Oil, (250ml)		40	bottle	272.00	10,880.00	
21	parmesan cheese, 225-227g (shaker)		40	bottle	300.00	12,000.00	
22	Chocolate/Hazelnut Spread, (680g)		40	jar	400.00	16,000.00	
23	Organic Almond Milk, 1.4L		40	bottle	300.00	12,000.00	
24	Supply, Delivery, and Packaging of Various Food Items, **Please see attached TOR for further details		40	set	500.00	20,000.00	
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>989,700.00</b>		
<b>DELIVERY TERM:</b> Within Fifteen (15) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.							

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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

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

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## TERMS OF REFERENCE

### I. PROJECT DESCRIPTION

Purchase request of Food Packs for distribution to various LGU Mayors, Heads of National Government Agencies, Pasig City Department Heads, Assistant Departments, Division Heads, etc.

### II. PRODUCT DESCRIPTION

1. **Penne Rigate** – quill-shaped pasta with a ridges texture that is at least 1kg per pack.
2. **Basilico w/ 100% tomato** – thick tomato sauce containing sun-ripened tomatoes for penne rigate pasta that is at least 400g per jar.
3. **Grated Parmesan Cheese** – grated natural cheese that can be added to pastas, pizzas, seafood, salads and more, that is at least 250g per jar.
4. **Red Wine** – bottle of red wine made of dark-colored grape varieties at least 750ml per bottle.
5. **Barbecue Sauce** – gourmet sauce that includes tomato paste or ketchup as a base, along with ingredients like brown sugar, molasses, vinegar, and a blend of spices that is at least 600ml per bottle.
6. **Granulated Instant Coffee** – soluble powder or granules composed of sugar, creamer, and coffee that is 200g per jar.
7. **Butter Cookies** – biscuit with a buttery flavor and crumble texture outside in a tin can that weighs at least 340g.
8. **Fruit Jam/Jelly** – artisanal jam/jelly made from fruit juice, sugar, and pectin that is at least 500g per jar.
9. **Peach Halves in Syrup (800g)** – freshly sliced peaches with syrup in a can that is at least 800g.
10. **Cheddar Cheese (430g)** – solid form of natural cheese inside a box that is at least 430g.
11. **Fettucine Italian Pasta** – flat and wide shape usually about 1/4 to 1/2 inch (6 to 12 mm) in width and usually thicker than ordinary pasta. A pack of this should weigh at least 1kg.
12. **Italian Green Pesto Sauce** – sauce made from fresh ingredients like basil leaves, pine nuts, Parmesan cheese, garlic, and olive oil, that is at least 540g per jar.
13. **Truffle Flavored Olive Oil** – gourmet product with high-quality extra virgin olive oil serves as the base for truffle-flavored olive oil. A bottle of this should weigh at least 250ml.
14. **Parmesan Cheese** – natural cheese that can be added to pasta, pizzas, seafood, salads, and more, that is at least 250g per jar.
15. **White Wine** - Aromatic type of wine made from green or yellowish grapes or grape varieties with lighter-colored skins that is at least 750ml per bottle.
16. **Steak Sauce** – A gourmet condiment specifically designed to complement and enhance the flavors of a fine steak. It's made with vinegar, aged wines or spirits, and artisanal spices that at least weigh 425g per bottle.
17. **Roasted Coffee** – Arabic coffee beans in a medium roast that is at least 400g per jar.
18. **Corned Beef** – A cut beef, such as Angus or grass-fed beef that is at least 380g per canned.
19. **Spiced Ham** – A meat made from flaked pork and lean beef blended with spices and seasonings that is at least 340g per can.
20. **Gourmet Chocolate** – dry-roasted macadamia nuts covered with milk chocolate, presentation with at least ten (10) pcs. per box.

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mayorsoffice@pasigcity.gov.ph | 8643-1111 local 1801, 8642-8892



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21. **Chocolate/Hazelnut Spread** – A spread made with fresh roasted hazelnuts and cacao, that has a creamy texture.
22. **Organic Almond Milk** - A plant-based milk alternative made from almonds that is at least 1.4L per bottle.

**III. PACKAGING DESCRIPTION**

The packaging shall conform to the sample picture



**SET 1 (250 set)**

- **Poly-wicker/Rattan Basket** – A durable and flexible gift basket designed to arrange and present food-related items mentioned before this in an attractive and organized manner for gifting purposes. Size must meet the following – **Length: 14 inches, Width: 10 inches, Diameter: 4 inches.**
- **Color: Brown**
- **Clear Plastic Wrap** – The size of the wrap should cover the whole gift basket.
- **White Colored Fillers** – A shredded paper or crinkle-cut paper used in gift baskets as decorative arrangements, and to

provide volume, support, and a visually appealing backdrop to the items in the basket.

- **Satin/Mesh Ribbon** – The color of a ribbon must be *blue* and *silver* with a length of 2 inches per piece.
- **Gift Card** – Printing of a high-resolution gift card must be also included in the purchase of the gift basket. Official logos and branding of Pasig will be provided to the winning bidder. The color and size are as follows:  
**Color: White with royal blue border accents, Size: 2x3 inches**  
**GSM: 300**  
**DPI: 300**



**SET 2 (40 set)**

▪ **Rattan Basket With Coiled Weave** – This style is created by round rattan core strands – the main element – which are coiled tightly into a sturdy basket. To tighten rattan together. **Length: 14 inches, Width: 10 inches, Diameter: 4 inches.**

▪ **Color: Brown**

▪ **Double Clear Plastic Wrap** – The size of the wrap should cover the whole gift basket.

▪ **Blue and White Colored Fillers** – A shredded paper or crinkle-cut paper used in gift baskets as decorative arrangements, and to provide volume,

support, and a visually appealing backdrop to the items in the basket.

▪ **Satin/Mesh Ribbon** – The color of a ribbon must be **blue** and **silver** with a length of 2 inches per piece.

▪ **Gift Card** – Printing of a high-resolution gift card must be also included in the purchase of the gift basket. Official logos and branding of Pasig will be provided to the winning bidder. The color and size are as follows:

**Color: White with royal blue border accents, Size: 3x4 inches**

**GSM: 300**

**DPI: 300**

**IV. DELIVERY TERMS**

- Supplies/Products shall be delivered within fifteen (15) days starting from the purchase order.
- The supplies/products shall be delivered to the OGS- Central Supplies Depot located at V Baltazar St. Brgy. Sto. Tomas Pasig City
- Supplier is responsible for covering the costs associated with the delivery of products to the end user.
- The delivery schedule must be coordinated with the focal person identified by the end user.
- Any damaged, missing, or incorrect items discovered upon inspection will be replaced or refunded the following day after the inspection date. Failure to do so will result in the withdrawal of the contract.

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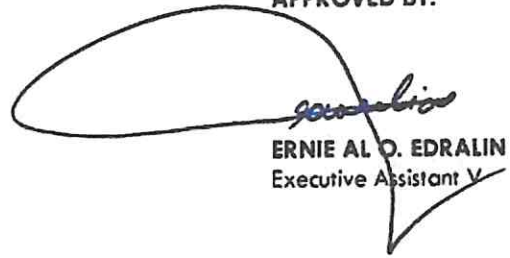
**V. OTHER REQUIREMENTS**

- Expiration of products must be at least one (1) year after purchase.
- Full payment of the contract shall be made upon completion of delivery and acceptance of the items.
- The Supplier shall coordinate closely with the end user for any possible changes leading to the request.
- The supplier will be held accountable if the specifications outlined in the Terms of Reference are not met.

**PREPARED BY:**

  
**SARAH F. MARIANO**  
Administrative Officer II

**APPROVED BY:**

  
**ERNIE AL O. EDRALIN**  
Executive Assistant V

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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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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.

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](mailto: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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