



REQUEST FOR QUOTATION

Date: 21 October 2023

RFQ No.: 100-23-10-2100

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 Senior Citizens Wellness Fest and PDAO Job Fair and Concert – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 570,000.00**, 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	BENTO BOX, <ul style="list-style-type: none">- Packed meals in a Special Bento Box for Senior Citizens Wellness Fest - Pak Na Pak sa Pag Indak(400pax) Dinner (buffet type, with tables and chairs, no plates) Steamed Rice- 2 Viands:<ul style="list-style-type: none">100grams Angus Roast Beef with baby potatoes100grams Grilled Fish with mango salsa- Dessert:<ul style="list-style-type: none">Caramel Glazed Cream Puff200 grams Chicken Macaroni Salad- Pasta:<ul style="list-style-type: none">250grams Pasta Bolognese- 1 (350ml) bottled water- 1 (350ml) Bottled Iced Tea	400	packs	500.00	200,000.00		
2	Packed meals, <ul style="list-style-type: none">- Packed Meals for Senior Citizens Wellness Fest - Tai Chi at the Park(350 pax)- Steamed Rice-2 viands:<ul style="list-style-type: none">100 grams Chicken Tocino100 grams Beef Tapa3 pcs tomato slicesFresh Fruits cut into bite size- 1 (220ml) Pineapple Juice in can- 1 (350ml) Bottled water	350	packs	300.00	105,000.00		





3	Packed meals, <ul style="list-style-type: none"> - packs Packed Meals for Senior Citizens Wellness Fest Committee - Okay Ba Tayo Diyan Lolo/Lola? (100Pax) php250 - Steamed Rice - 2 viands: - Fried Chicken 100 grams Chop Suey / Lumpiang Ubod - Dessert: 2 pcs dessert bars (revel bar/ brownies) - 1 (350ml) Bottled water 	100	packs	250.00	25,000.00		
4	Catering Services (Buffet), <ul style="list-style-type: none"> - Buffet for Job Fair and Mini Concert for Person with Disability AM Snack, Lunch, PM Snack, Dinner - VIP tables and chairs, food, drinks, full buffet set up - Please see attached TOR for the delivery date, location and other details. 	300	pax	800.00	240,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		570,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.							


**TERMS OF REFERENCE
For PR No.**

**PROVISION OF FOOD FOR SENIOR WELLNESS FEST
Date: December 2, 2023
Venue: Rizal High School**

Activity	Description	Quantity
Pak na Pak sa Pag-indak (Tiktok dance challenge) 6:00pm RHS Gym	Breakfast (Bento Box and Buffet Settings) -Steamed Rice -100g. Chicken Tocino -100g. Beef Tapa -3pcs. Sliced Tomato -Fresh Fruits cut into bite size -220ml. Pineapple Juice in can -350ml. Bottled Water - Buffet Set-up -20 Round Tables w/ white & blue motif - 4-6 servers	400pax @ Php500.00
Ok ba tayo diyan Lolo/Lola 11:00am RHS Gym	Lunch (Bento Box) -Steamed Rice -Fried Chicken -100g. Chopsuey / lumpiang ubod -2pcs. dessert bar (Revel bar / Brownies) -350ml. Bottled water	100pax @ Php250.00
Tai-Chi at the Oval 6:30am RHS Gym	Dinner (Special Catering in a bento box) -Steamed Rice -100g. Angus Roast Beef w/ baby Potato -100g. Grilled fish w/mango salsa -200g. Chicken Macaroni -Caramel glazed cream puff -350ml. Bottled Ice Tea -350ml. Bottled water	350pax @ Php300.00

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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PROVISION OF FOOD FOR PDAO JOB FAIR & CONCERT
Date: November 18, 2023

Activity	Description	Quantity
Job Fair & Concert	Breakfast -Chicken Sandwich -350ml. Bottled water Lunch -Steamed Rice -2 Vlands (Chicken & Pork Dish) -1 Dessert (Brownies/Cookies) -350ml. Bottled Water -Free-flowing Coffee Pm Snack -Cheese Burger -350ml. Bottled water Buffet Settings 30 Round Tables w/ chairs 4-6 Servers	300pax @ Php800.00

- Date and time of delivery according to program/event schedule

Prepared by:


Jalene Chris M. Reyes

Noted by:


Maria Lourdes B. Gonzales
Executive Assistant IV



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.

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- 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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

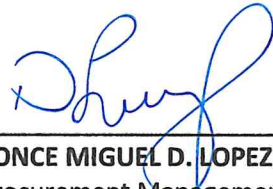
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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.

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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