



REQUEST FOR QUOTATION

Date: 07 November 2023

RFQ No.: 100-23-08-2155

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 Various Activities and Printing of Tarpaulin for the Bureau of Fire Protection Pasig – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 612,200.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	LOT 1							
1	Food Meal, Specifications: Meal (Breakfast): * 40 hours Competency Training for Community Fire Auxillary Group (CFAG) - 800pax * OPLAN PAALALA: Oplan Iwas Paputok - 200pax * Community Fire Auxillary Group (CFAG) - 800pax Total: 1,800pax @ P120.00 = P216,000.00 Meal (Lunch): * 40 hours Competency Training for Community Fire Auxillary Group (CFAG) - 800pax * OPLAN PAALALA: Oplan Iwas Paputok - 200pax * Community Fire Auxillary Group (CFAG) - 800pax TOTAL: 1,800pax @ P120.00 = P216,000.00 Meals (Dinner):		3800	pax	120.00	456,000.00		


	* OPLAN PAALALA: Oplan Iwas Paputok - 200pax TOTAL: 200pax @ P120.00 = P24,000.00 Please see attached TOR for further details and requirements.						
	LOT 2		Subtotal:		456,000.00		
2	Tarpaulin, Specifications: OPLAN PAALALA: *OPLAN IWAS PAPUTOK - (8ft. x 4ft.) - 15pcs. PRINTING AND DISTRIBUTION OF FIRE SAFETY INFORMATIVE MATERIALS: * FIRE PREVENTIVE TARPAULINS - (8ft. x 4ft.) - 15pcs. Total: 30pcs. Please see attached TOR for further detail and requirement.		30	pcs	700.00	21,000.00	
3	Risograph Printing, Minimum Specifications: * Around 8.5"x13" * COLOR: Black and White * 500pcs. per Ream * Please see attached TOR for further detail and requirement.		338	ream	400.00	135,200.00	
			Subtotal:		156,200.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		612,200.00		
DELIVERY TERM: Please refer to the Terms of Reference.							

**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



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PASIG
MUNICIPALITY

OFFICE OF THE CITY MAYOR

TERMS OF REFERENCE
For PR No.:

PROJECT TITLE: Procurement of food and printing request of BFP-Pasig

I. PROJECT DESCRIPTION:

- Procurement of food and printing requests of BFP – Pasig.

II. DELIVERY:

1. The Office of the City Mayor must be notified in the delivery of the items.
2. LOT 1 & LOT 2 must be delivered at the Pasig City Central Fire Station located at V. Baltazar St., Brgy. Sto. Tomas, Pasig City. The time will be coordinated with the assigned contact person of BFP-Pasig which will be provided to the winning bidder.

III. REQUIREMENTS:

LOT 1:

1. **Breakfast Meal:** (a. Tap-silog or other silog Meals or b. Chicken with rice and any side dish)

- EVENT 1: 40 hours Competency Training for Community Fire Auxiliary Group (CFAG) – 400pax on Nov. 14, 2023 & 400pax on Nov. 15, 2023 – Delivery Date: Nov. 14 & 15, 2023
- EVENT 2: OPLAN PAALALA: Oplan Iwas Paputok – 100pax on Dec. 28, 2023 & 100pax on Dec. 29, 2023 – Delivery Date: December 28 & 29, 2023
- EVENT 3: Community Fire Auxiliary Group (CFAG) – 400pax on Nov. 16, 2023 & 400pax on Nov. 23, 2023 – Nov. 16 & 23, 2023

All Breakfast meal must have bottled water (350ml) and must be packed in a disposable container w/ disposable spoon and fork.

2. **Lunch Meal:** (At least 1 Viand (Beef, Pork or Chicken), rice)

- EVENT 1: 40 hours Competency Training for Community Fire Auxiliary Group (CFAG) – 400pax on Nov. 14, 2023 & 400pax on Nov. 15, 2023 – Delivery Date: Nov. 14 & 15, 2023
- EVENT 2: OPLAN PAALALA: Oplan Iwas Paputok – 100pax on Dec. 28, 2023 & 100pax on Dec. 29, 2023 – Delivery Date: December 28 & 29, 2023
- EVENT 3: Community Fire Auxiliary Group (CFAG) – 400pax on Nov. 16, 2023 & 400pax on Nov. 23, 2023 – Nov. 16 & 23, 2023

All Lunch meal must have bottled water (350ml) and must be packed in a disposable container w/ disposable spoon and fork.

3. **Dinner Meal:** (At least 1 viand (Beef, Pork or Chicken), rice and any side dish)


- EVENT 1: OPLAN PAALALA: Oplan Iwas Paputok – 100pax on Dec. 28, 2023 & 100pax on Dec. 29, 2023 – Delivery Date: December 28 & 29, 2023




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All Dinner meal must have bottled water (350ml) and must be packed in a disposable container w/ disposable spoon and fork.

LOT 2:

1. TARPAULIN:

- EVENT 1: OPLAN PAALALA: Oplan Iwas Paputok (8ft. x 4ft.) – 15pcs. – Delivery Date: Dec. 22, 2023
- EVENT 2: FIRE PREVENTION ACTIVITIES: Printing and distribution of Fire Safety Informative Materials: FIRE PREVENTIVE TARPAULINS (8ft. x 4ft.) – 15pcs. – Delivery Date: Nov. 17, 2023

All tarpaulins must be White Glossy, 12OZ.
The total cost must include the tarpaulin, printing and delivery of the printed material.
The design to be printed will be supplied 5days before the time of delivery due to the design will be coming from the National government.

2. RISOGRAPH:


- EVENT 1: OPLAN PAALALA: (Iwas Paputok) 200 reams, 8.5" x 13", COLOR: Black and white, 500 pcs. per ream – Delivery Date: Dec. 22, 2023
- EVENT 2: Community Fire Auxiliary Group (CFAG) – 20 reams, 8.5" x 13", COLOR: Black and white, 500 pcs. per ream – Delivery Date: Nov. 24, 2023
- EVENT 3: 40 hours Competency Training for Community Fire Auxiliary Group (CFAG) - 20 reams, 8.5" x 13", COLOR: Black and white, 500 pcs. per ream – Delivery Date: Nov. 17, 2023
- EVENT 4: FIRE PREVENTION ACTIVITIES: Printing and distribution of Fire Safety Informative Materials: 98 reams, 8.5" x 13", COLOR: Black and white, 500 pcs. per ream – Nov. 17, 2023

The design to be printed will be supplied 5 days before the time of delivery due to the design will be coming from the National government.


The bond paper must be at least 70GSM.

The total cost must include the bond paper reams, printing and delivery of the printed material.

Prepared By:


Mariela C. Peronilla
Procurement Officer
Office of the City Mayor

Noted By:



Enye Al Q. Edralin
Executive Assistant V
Office of the City Mayor


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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

SGD

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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