



REQUEST FOR QUOTATION

Date: 10 November 2023
RFQ No.: 100-23-07-1732

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 Office of the City Administrator's Year-End Evaluation – City Administrator's Office** with an Approved Budget for the Contract (ABC) of **Php 100,000.00**, 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
OFFICE OF THE CITY ADMINISTRATOR'S YEAR END EVALUTION							
1	city admin year-end evaluation, - Food - Catering Services (AM Snack, Catered Lunch, PM Snack) November 22-24, 2023 from 8am to 5pm Inclusion: Chairs and Tables with set-up (lay-out to be sent upon receipt of NTP) Free flowing coffee or hot chocolate and water during the entire duration of the event. - Day 1 - AM Snack: Chicken Sandwich with 1 choice of drink (juice or iced tea) - Buffet Lunch: 3 main dish (fish: choice of meat: pork, chicken or beef and vegetables) soup, rice dessert with 1 choice of drink (juice or soft drinks soda 300ml) -PM Snack: Baked Macaroni and Garlic bread with 1 choice of drink (juice and Soft drinks soda 300ml) - Day 2 - AM Snack: Ham and Chesse Sandwich with 1 choice of drink (juice or iced tea)	40	pax	2,500.00	100,000.00		

	<ul style="list-style-type: none"> - Buffet Lunch: 3 main dish (fish: choice of meat: pork, chicken or beef and vegetables) soup, rice dessert with 1 choice of drink (juice or soft drinks soda 300ml) - PM Snack: Pesto and Garlic bread with 1 choice of drink (juice and soft drinks soda 300ml) - Day 3 - AM Snack: Tuna Sandwich with 1 choice of drink (juice or iced tea) - Buffet Lunch: 3 main dish (fish: choice of meat: pork, chicken or beef and vegetables) soup, rice dessert with 1 choice of drink (juice orsoft drinks soda 300ml) - PM Snack: Carbonarai and Garlic bread with 1 choice of drink (juice and soft drink soda 300ml) 					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	100,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.						



OFFICE OF THE CITY ADMINISTRATOR

TERMS OF REFERENCE

ACTIVITY TITLE: Managing and Connecting our Goals: OCA Year End Review

TARGET DATE: November 22 to 24, 2023 (3 days)

Desire Venue: Revolving Tower

Participants: 40 pax

Budget Estimates: Php 100,000.00

Meal Requirements:

Meal	DAY 1 – November 22	DAY 2 – November 23	DAY 3 - November 24
Am Snacks	✓	✓	✓
Buffet Lunch	✓	✓	✓
Pm Snacks	✓	✓	✓

Day 1:

Am Snacks: hot chocolate drink or coffee chicken sandwich,
Buffet Lunch: 3 main Dish (fish; choice of meat; pork, chicken; beef and Vegetables) soup, rice, and dessert with 1 choice of drink (juice or soft drink soda 300 ml)
Pm Snacks: Pesto pasta, with Garlic Bread, and 1 choice drink (juice or soft drink soda 300 ml)

DAY 2:

Am Snacks: Ham and Cheese Sandwich, Hot chocolate, or coffee
Buffet Lunch: 3 main Dish (fish; choice of meat; pork, chicken; beef and Vegetables) soup, rice, and dessert with 1 choice of drink (juice or soft drinks soda 300 ml)
Pm Snacks: Baked Macaroni, with Garlic Bread 1 choice of drinks (Juice or soft drinks soda 300 ml)




DAY 3:

Am Snacks: Tuna Sandwich, Hot chocolate, or coffee
Buffet Lunch: 3 main Dish (fish; choice of meat; pork, chicken; beef and Vegetables) soup, rice, and dessert with 1 choice of drink (juice or soft drink soda 300 ml)
Pm Snacks: Carbonara with Garlic Bread 1 choice of drinks (Juice or Iced soft drink soda 300 ml)



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

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



IV. Requirements and qualifications:

- a. Have PHILGEPS registration
- b. Over Flow Coffee and hot Choco with stirrer
- c. Have at least four (4) food attendants.
- d. Chairs and tables with set up.

Approved by:


ATTY. JERONIMO U. MANZANERO
City Administrator

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila





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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