





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.

				Approv	ed Budget	Price	Offer
Item	Item Description	QTY	иом	Unit	Total	Unit	Total
No.				Cost	Cost	cost	Cost
	OFFICE OF THE CITY ADMINISTRATOR'S YEAR END EVALUTI	ON	-				L
1	city admin year-end evaluation,	40	рах	2,500.00	100,000.00		
	 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)		1 1		1		



	- 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	Total	100 000 00	
of Reference, if any.				
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	7	V	7
Pm Snacks			~

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 Garile Bread 1 choice of drinks (Juice or leed soft drink soda 300 ml)



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

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

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- Requirements and qualifications: IV.
 - 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:

TTY. JERONIAO U. MANZANERO



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/downloadable-forms/#tab-61412)
- **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, 4^{th} 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/C
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
Caruncho Avenue, Brgy. San Nicolas, Pasig	City, Philippines 1600