



REQUEST FOR QUOTATION

Date: 22 November 2023
RFQ No.: 100-23-11-7831

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 Pre-Expose Prophylaxis (PreP), Condom use Program, World Aids Day – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 237,500.00**, 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	Food Packed Meal - Am Snacks, Lunch, PM Snacks	125	pax	600.00	75,000.00		
2	Food - Buffet Meals - Breakfast, Am Snacks, Lunch, Pm Snacks - Note: Please refer to TOR	65	pax	2,500.00	162,500.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		237,500.00			
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE (TOR)

A. PROCUREMENT TITLE

Food provision of City Health Department of Social Hygiene Section for Pre-Exposure Prophylaxis (PreP) and Condom use Program and World Aids Day

B. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government - City Health Department

C. DELIVERY SCHEDULE

- date and time of delivery will be based on event/training/ schedule.
- meal should arrive on time
- Breakfast at 8:00 am not later than 9:00 am
- AM Snacks at 9:00 am - not later than 10:00 am
- Lunch at 11:00 am - not later than 12:00 pm
- PM Snacks at 2:00 pm - not later than 3:00 pm

D. DELIVERY SITE

Delivery site shall be at Damayan Court Pinagbuhatan, Pasig City and Meeting Room 7th floor Pasig City Hall, as per Approved venue any changes with the schedule will be coordinated with the winning bidder at least a day before schedule.

E. TERM OF PAYMENT

Processing of payment upon completion of all event with acceptance and inspection report.

F. REQUIREMENT/SPECIFICATIONS

- Included Tables and Chairs set up for Buffet
- The Supplier shall deploy a catering staff minimum of Two (2) to assist in the event





ACTIVITY	SCHEDULE	ITEM DESCRIPTION	QUANTITY
Worlds Aids Day	December 1, 2023 Venue: Damayan Court Pinagbuhatan	<p>Meals</p> <p>Am Snacks -Baked macaroni 120g with 2pcs garlic bread - Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p>Lunch -Rice -Beef broccoli 100g -Chicken teriyaki 100g -Assorted fresh fruits slices 95g -Bottled water 500 ml</p> <p>Packaging: Bento box with three division with plastic lid cover & salad cup with lid</p> <p>PM SNACK -Bacon, Lettuce and Tomato sandwich Wrapped in foil -Bottled water 500ml <i>Note: with cutlery and tissue</i></p>	125 pax
Pre- Exposure Prophylaxis (PreP) and Condom Use Program	December 14, 2023 Venue: Meeting Room 7 th floor Pasig City Hall	<p>Buffet Style</p> <p>Breakfast Beef Tapa Omelet Egg Garlic Fried Rice Assorted fresh fruits slices 95g</p>	65 pax



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

PANAHON NG PASIGUENO

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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PASIG

CITY HEALTH DEPARTMENT

		<p>with Free Flowing of Water/Juice</p> <p>AM SNACK -Baked Macaroni with sliced bread</p> <p>LUNCH -Rice -Chicken teriyaki -Roast Beef in Mushroom Sauce -Mixed vegetables in butter with quail egg -Pumpkin Soup -Assorted fresh fruits slices With Free Flowing of Water/Juice</p> <p>PM SNACK -Tuna Pesto Pasta with toasted bread slice</p> <p>Served with Free Flowing Coffee, Water and Juice With Set up of Tables and Waiters</p>	
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Prepared by:


Elvira F. Ignacio, RN

Noted by:




Rocylene C. Roque, MD, FPSP
Medical Coordinator



Joseph R. Panaligan, MD, MHA
City Health Officer



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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** (Form can be downloaded thru <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, 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



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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