



REQUEST FOR QUOTATION

Date: 25 November 2023
RFQ No.: 100-23-10-2181

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 Year-End Evaluation Seminar – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 170,000.00**, 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.	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED COST
			Year-End Evaluation Seminar on December 5-6, 2023 at PLP Function Hall.		
1	50	pax	Day 1 Buffer Breakfast: Choice of Beef Tapa with Egg; Pork Adobo with boiled egg; Spam and Holdog with scrambled egg; Fried Bangus with Salted egg, tomato and cucumber; Garlic or plain rice; Dessert: Mixed fruits Drinks: Overflowing coffee / tea - Buffet Lunch: Soup: Cream of Asparagus; Cream of Pumpkin Soup; Appetizer: Garden Salad Bar; BBQ Potato Wedges; Coleslaw Choice of Chicken Inasal Skewers; Beef Caldereta; Steamed Fish in Lemon Butter; Roasted Seasonal Vegetables; Crispy Sisig; Dessert: Fruit Salad/Buco Pandan Salad; Mixed Fruits; assorted pastries Drinks: Overflowing Buffet PM Snacks: Choice of Pansit Patabok with puto; Pancit Bihon with BBQ; Spaghetti Meatballs; with Suman or assorted Canape or Clubhouse sandwich. Drinks: Overflowing iced tea Note: Free overflowing coffee and/or tea and service water for the whole duration of the seminar	1,700.00	85,000.00





ITEM NO.	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED COST
2	50	pax	<p>Day 2 Buffer Breakfast: Choice of Beef Tapa with Egg; Pork Adobo with boiled egg; Spam and Hotdog with scrambled egg; Fried Bangus with Salted egg, tomato and cucumber; Garlic or plain rice;</p> <p>Desset: Mixed fruits Drinks: Overflowing coffee / tea</p> <p>- Buffet Lunch: Soup: Cream of Asparagus; Cream of Pumpkin Soup; Appetizer: Garden Salad Bar; BBQ Potato Wedges; Coleslaw</p> <p>Choice of Chicken Inasal Skewers; Beef Caldereta; Steamed Fish in Lemon Butter; Roasted Seasonal Vegetables; Crispy Sisig;</p> <p>Dessert: Fruit Salad/Buco Pandan Salad; Mixed Fruits; assorted pastries Drinks: Overflowing</p> <p>Buffet PM Snacks: Choice of Pansit Palabok with puto; Pancit Bihon with BBQ; Spaghetti Meatballs; with Suman or assorted Canape or Clubhouse sandwich. Drinks: Overflowing iced tea</p> <p>Note: Free overflowing coffee and/or tea and service water for the whole duration of the seminar</p>	1,700.00	85,000.00
***** Nothing Follows *****					

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	170,000.00	
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DELIVERY TERM: Please refer to the Terms of Reference.

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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TERMS OF REFERENCE

Food Supplier for the Seminar of Pasig City Children's Hospital

A. Rationale

The services of a competent and dependent food supplier is required to deliver food supplies. The delivery of a supplier under such terms and conditions imposed by PCCH shall ensure that the foods are fresh and clean for all (training facilitators and participants).

B. Scope

1. Pasig City Children's Hospital shall have a food supplier for the Year-End Evaluation Seminar.
2. The food supplier is responsible in delivering items requested in the purchase order with reasonable price. The deliveries must meet the specifications stated.

C. Roles of Supplier

1. Deliver the items based on the specifications ordered by the Pasig City Children's Hospital. If the receiving person is not satisfied with the delivery, the supplier shall replace it right away.
2. Give an official receipt duly issued by the Bureau of Internal Revenue.
3. Be a holder of a valid business and sanitary permits.
4. Submit on time all necessary documents needed by PCCH.
5. Provide 4 service crew during the event.
6. Have equipment like trolleys or transport carrier to transport the deliveries from their vehicle to drop-off points. (see attached photo)

D. Delivery Terms

1. Delivery Date: December 5 and 6, 2023
2. Delivery time
Breakfast: 7:30am
Lunch: 12:00pm
PM Snack: 3:00pm
3. Drop-off point: Ground floor - Function Hall of Pamantasan ng Lungsod ng Pasig

E. Menu

1. Buffet Breakfast:

Choice of Beef Tapa with Egg; Pork Adobo with boiled egg; Spam and Hotdog with scrambled egg; Fried Bangus with salted egg, tomato and cucumber; Garlic or plain rice;

Dessert: Mixed fruits.

Drinks: Overflowing coffee / tea

2. Buffet Lunch:

Soup: Cream of Asparagus; Cream of Pumpkin Soup;

Appetizer: Garden Salad Bar; BBQ Potato Wedges; Coleslaw

Choice of Chicken Inasal Skewers; Beef Caldereta; Steamed Fish in Lemon Butter;

Roasted Seasonal Vegetables; Crispy Sisig;

Dessert: Fruit Salad/Buco Pandan Salad; Mixed Fruits; assorted pastries

Drinks: Overflowing iced tea

3. Buffet PM Snacks

Choice of Pansit Palabok with puto; Pancit Bihon with BBQ; Spaghetti Meatballs; with Suman or assorted Canape or Clubhouse sandwich.

Drinks: Overflowing iced tea





Note: Free overflowing coffee and/or tea and service water for the whole duration of the seminar.

F. Basic Qualifications Requirement

The supplier must have a proven track record in the canteen/food service industry with the following eligibility requirements

1. Medical and Mayor's Permit Certificate.

G. Criteria of Selection

Bidders are required to submit to the Bids and Awards Committee (BAC) their Price Quotations. The bidder who presented the most reasonable and lowest price of items will be selected

Prepared by:

Carmela C. Evangelista
OIC-Hospital Admitting & Information Section

Industria St., Cor. Alcalde Jose St., Barangay Kapasigan, Pasig City
8 643-2222

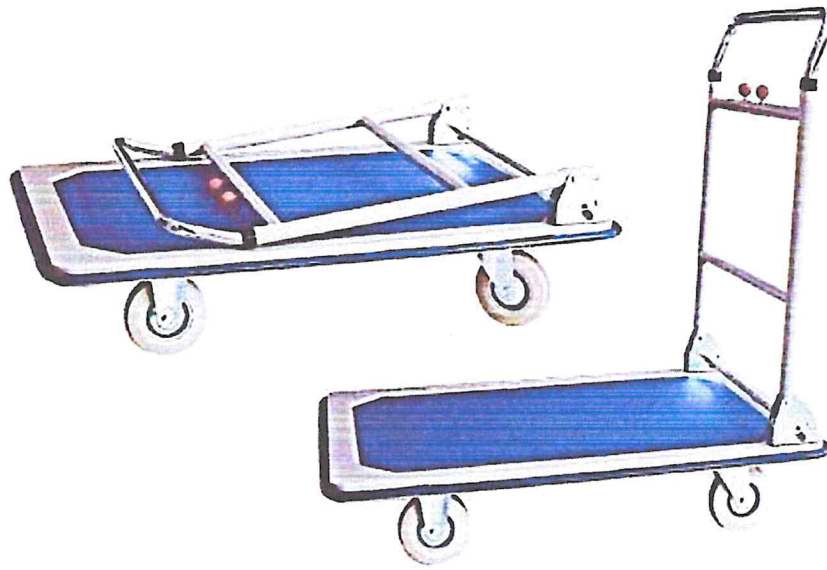


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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted 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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