



## REQUEST FOR QUOTATION

Date: 30 November 2023

RFQ No.: 100-23-07-7878

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 Events of the City Government of Pasig – General Services Office** with an Approved Budget for the Contract (ABC) of **Php 987,280.00**, 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
<b>FOR REGULAR EVENT / GUEST</b>							
1	<b>Light Packed Meal,</b> - 1 Viands (chicken, pork, beef or fish) - 1 Plain Rice - 1 Bottled Water (350 ml) - Packaging: Microwavable container with Utensils	800	Pack/s	156.80	125,440.00		
2	<b>Light Snacks,</b> - 1 Snacks Menu - pasta or noodles with toasted bread or puto (rice cake) - 1 Bottled Water (350ml) - Packaging: Microwavable container with Utensils	800	Pack/s	134.40	107,520.00		
3	<b>Heavy Packed Meal,</b> - 2 Viands (chicken, pork, beef or fish) - 1 Plain Rice - 1 Dessert (pastries,cakes,salad or fruits) - 1 Bottled Water (350ml) - Packaging: Bento box with Utensils	700	Pack/s	319.20	223,440.00		
4	<b>Heavy Snacks,</b> - 1 Main Snack (pasta or noodles with special sandwiches or pastries) - 1 Bottled Water (350ml) - Packaging: Microwavable container with Utensils	700	Pack/s	246.40	172,480.00		
<b>FOR VIP GUEST / SPECIAL EVENTS</b>							

5	<b>Bento Packed Meal,</b> - 2 Viands (chicken, pork, beef or fish) - 1 Vegetable side dishes - 1 Plain Rice - 1 Dessert (pastries,cakes,salad or fruits) - 1 Bottled Water (350ml) juice/soda - Packaging: Bento box with Utensils	500	Pack/s	392.00	196,000.00		
6	<b>Bento Packed Snacks,</b> - 1 Snacks Menu (pasta or noodles and sandwiches or pastries) - 1 Finger food - 1 Bottled Water (350ml) Juice/Soda - Packaging: Bento box with Utensils - Claims: The supplier will cover medical expenses for any illness/complaints related to food consumption - <b>*Please see attached Terms of Reference</b>	500	Pack/s	324.80	162,400.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>987,280.00</b>			
<b>DELIVERY TERM:</b> 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 SERVICES FOR DELIVERY OF FOOD PACKS**

### **ORDERING TERMS/DELIVERY TERM**

1. Supplier shall be given an order slip before the scheduled event, a telephone call, email or viber message shall constitute an official notice to the SUPPLIER.
2. Deliver shall be at least (1) one hour prior the scheduled event of the end user.
3. Supplier shall be responsible for the source(s) of its goods/equipment and shall deliver the services in accordance with the schedule, and specification of the award or contract. Failure of the supplier to comply with the provision shall be ground for cancellation of the contract issued to the supplier.
4. ALL PRICES ARE FIXED, VALID, AND BIDDING BASED ON THE APPROVED CONTRACT.
5. No other cost shall be authorized unless otherwise specified in the contract/P.O.
6. Extension of delivery/service time shall be upon written request of the supplier/service provider and approval by the procuring entity after consideration of reasonable and justifiable causes.


### **FOOD SAFETY, SANITATION AND QUALITY CONTROL**


1. The supplier shall provide aside from food, all food containers, and other supplies and materials required to deliver the services
2. The supplier/service shall deploy adequate personnel with health certificates to carry out the services.
3. The supplier/service provider shall ensure that the quality of food and service levels are maintained at all times. Compliance with the Food and Safety Act of 2013 and FDA Advisory No. 2015-066 shall be monitored by the procuring entity.
4. The supplier shall ensure utmost cleanliness and proper hygiene in the preparation, handling and service of food. It shall strictly comply with all existing laws and applicable ordinances governing food safety and sanitation standards, Sanitation Code of the Philippines or PD 856, RA 3720 amended by EO 175, environmental laws such as RA 8749, RA 9003, RA 9275, among others.
5. All food preparation to be served shall be subject to inspection by the LGU Inspectorate Team or its authorized representative to ensure food safety and quality control.
6. The supplier shall be responsible for environmental concerns, hence "single use" plastic straws, cups and any styropor materials are prohibited.

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### **INSPECTION AND TEST**

1. The procuring entity reserves the right to inspect the premises of the supplier to ensure that food is prepared in the most hygienic conditions.
2. All necessary laboratory test that maybe undertaken by procuring entity on the good(s) as need arise, shall be for the account of the supplier.
3. Sanitary Permits of establishment and health regulatory permits of worker should be presented upon request by the PE monitoring purposes for the duration of the contract.

### **TERMS OF PAYMENT**

1. All invoices are payable within forty five days (45) of the invoice date, where goods are delivered by installments.
2. Supplier shall submit monthly itemized invoices for services it has provided and for the amount owed under the contract.

  
\_\_\_\_\_  
**NIEL S. MABBAYAD**  
Admin. Officer IV  
OIC-CSMD

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:

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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), 4<sup>th</sup> 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<sup>th</sup> 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](mailto:bidsandawards@pasigcity.gov.ph)

**SGD**

**ATTY. PONCE MIGUEL D. LOPEZ** *jk*

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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