



## REQUEST FOR QUOTATION

Date: 15 December 2023

RFQ No.: 100-23-10-2131

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 - Office City Legal Officer** with an Approved Budget for the Contract (ABC) of **Php 68,800.00**, 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	<b>Year End Evaluation and Planning Workshop,</b> <ul style="list-style-type: none"><li>- Provision of Food during the two (2) days Year-End Evaluation and Paralegal Skills Training of City Legal Office on December 21-22, 2023.</li><li>- <b>December 21, 2023</b></li><li>- <b>BUFFET BREAKFAST</b> (rice, longganisa, chicken, bacon, egg, juice, dessert, fresh fruits with flowing coffee, water and tea)</li><li>- <b>BUFFET LUNCH</b> (rice, soup, salad, beef, pork, chicken, vegetables, dessert, fresh fruits with refillable juice/soda)</li><li>- <b>PM SNACKS</b> (pizza, burger, fries, dessert with refillable juice/soda)</li></ul>	16	pax	2,150.00	34,400.00		
2	<b>December 22, 2023,</b> <ul style="list-style-type: none"><li>- <b>BUFFET BREAKFAST</b> (rice, beef tapa, fish (daing), chicken, egg, vegetables, juice, fresh fruits with flowing coffee, water and tea)</li><li>- <b>BUFFET LUNCH</b> (rice, soup, salad, beef, pork, chicken, vegetables, pasta/pancit, dessert, fresh fruits with refillable juice/soda)</li><li>- <b>PM SNACKS</b> (bread, pasta, potato chips, dessert with refillable juice/soda)</li></ul>	16	pax	2,150.00	34,400.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>68,800.00</b>			

**DELIVERY TERM:** Please refer to the Terms of Reference.



## TERMS OF REFERENCE

Procurement of meals and catering services for the Year-End Evaluation and Paralegal skills training of Office of the City Legal Officer

### I. SCOPE OF WORK

Scope of Service The service provider should be able to provide food and drinks, and catering services, with the following specifications:

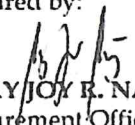
#### 1. General Requirements

- Food and Catering services for 2 day event for 16 pax on December 21-22, 2023;
- Food to be served are Buffet breakfast, Buffet Lunch and PM snacks with free flowing drinking water, tea and coffee complete with sugar and creamer for the 2 day event;
- 1 set-up buffet table

#### 2. Specific Requirements

- Ingress at 7:00 am
- Buffet Breakfast to be served at 8:00 am
- Buffet Lunch to be served at 12:00 pm
- PM Snacks to be served at 4:00 pm
- The supplier shall deploy at least two (2) catering staff

Prepared by:

  
MARY JOY R. NANEZ  
Procurement Officer

Approved by:

ATTY. JOSEPHINE C. LATI-BAGAOISAN  
City Legal Officer


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



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



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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), 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.

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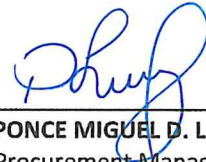


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For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



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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