



## REQUEST FOR QUOTATION

Date: 10 January 2024  
RFQ No.: **100-24-01-010**

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, Flower Arrangement and Supply of Various Materials Bambino Festival and Exhibit – Cultural Affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 531,225.00**, 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>BAMBINO FESTIVAL GRAND PARADE</b>							
1	<b>Packed meals,</b> - Lunch - rice, 1 viand, 500ml bottled water - Early dinner - rice, 1 viand, 500ml bottled water - Please see attached TOR for the complete details.	3000	packs	120.00	360,000.00		
2	<b>Candies,</b> - Assorted candies for the "paagaw" of the city officials	1000	packs	80.00	80,000.00		
3	<b>Customized Flower arrangement,</b> - For the carosa of Bambino de Pasig - Please see attached TOR for the complete details.	2	sets	20,000.00	40,000.00		
4	<b>Special paper,</b> - White, 160gsm, 8.5x11 inches, 10s/pack	5	packs	45.00	225.00		
<b>BAMBINO EXHIBIT</b>							
5	<b>Packed meals,</b> - rice, 1 viand, 500ml bottled water	300	packs	120.00	36,000.00		
6	<b>Customized Flower arrangement,</b> - Please see attached TOR for the complete details	3	sets	5,000.00	15,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>531,225.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							



TERMS OF REFERENCE  
for  
FOOD PROVISIONS AND FLOWER ARRANGEMENTS FOR BAMBINO FESTIVAL AND  
BAMBINO EXHIBIT

I. DATE AND VENUE OF EVENTS

EVENT	DATE & TIME
BAMBINO FESTIVAL (GRAND PARADE)	January 21, 2024
BAMBINO EXHIBIT	January 29, 2024

II. SPECIFICS

The food services shall prepare and deliver the meals at the venue.

Packaging: Bento Box, 2 partitions with plastic utensils (spoon & fork)

DATE	QUANTITY	DESCRIPTION	DELIVERY TIME
January 21, 2024 (Bambino festival)	2,000 packed lunch	Lunch: 1 rice, 1 beef and 500 ml bottled water	Lunch: 11:00 AM
	1,000 packed dinner	Early Dinner: 1 rice, 1 chicken and 500 ml bottled water	Early dinner: 4:00 PM
	1,000 packs assorted candies	Candies: For "paagaw" of City Officials during the Bambino parade. Size: 3.5g-4g, 50s per pack	
January 29, 2024 (Bambino exhibit)	150 packed meals (beef)	Breakfast: 1 rice, 1 beef and 500 ml bottled water	8:00 AM
	150 packed meals (chicken)	1 rice, 1 chicken and 500 ml bottled water	



**Flower Arrangements:**

DATE	QUANTITY	SPECIFICATION
January 20, 2024 (Bambino Festival)	1 set	Flower Arrangement (Assorted flowers) - Carosa <ul style="list-style-type: none"><li>• Lower part</li><li>• Upper part</li><li>• Light stand</li></ul>
	1 set	Flower Arrangement (Assorted flowers) - Altar, Pasig Cathedral
January 28, 2024 (Bambino Exhibit)	1 set	Flower Arrangement (Assorted flowers) - Altar <ul style="list-style-type: none"><li>• 1 for Bambino de Pasig platform</li><li>• 2 medium pot flowers</li></ul>
	2 sets	Flower Arrangements (Assorted flowers) - 5ftx80cm with (1) red ribbon flower ball (for the opening of the exhibit)

Attached are the sample photos for the flower arrangements.

**III. DELIVERY TERM**

Staggered shall be the delivery term.

**IV. PAYMENT TERM**

Shall be one-time payment term.

Prepared by:

**MARIE CHARLA A. ESPINO**  
Admin Aide IV  
Cultural Affairs and Tourism Office

4<sup>th</sup> Floor, Pasig Revolving Tower  
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila  
Tel.: 86430000 – local 1156  
[calo@pasigcity.gov.ph](mailto:calo@pasigcity.gov.ph) [pasigtourismoffice@gmail.com](mailto:pasigtourismoffice@gmail.com)



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

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

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### SAMPLE PHOTOS FOR FLOWER ARRANGEMENTS

#### BAMBINO FESTIVAL (Carosa of Bambino de Pasig)



Light stands

Upper part

Lower part

4<sup>th</sup> Floor, Pasig Revolving Tower  
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila  
Tel.: 86430000 – local 1156  
[cato@pasigcity.gov.ph](mailto:cato@pasigcity.gov.ph) [pasigtourismoffice@gmail.com](mailto:pasigtourismoffice@gmail.com)



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BAMBINO EXHIBIT 2024




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Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila  
Tel.: 86430000 – local 1156  
[cata@pasigcity.gov.ph](mailto:cata@pasigcity.gov.ph) [pasigtourismoffice@gmail.com](mailto:pasigtourismoffice@gmail.com)



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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

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