



## REQUEST FOR QUOTATION

Date: 11 January 2024

RFQ No.: 100-24-01-055

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 PMO Various Activities – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 990,000.00**, 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.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>Food packs</b> <ul style="list-style-type: none"><li>- Packed Lunch</li><li>- With disposable plastic utensils</li><li>- Lunch choice of: 1 main dish (pork, beef, chicken or seafood), rice, dessert or fruit in season and bottled water (500ml)</li></ul>	3,600	packs	275.00	990,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>990,000.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							



TERMS OF REFERENCE

- A. **PROJECT TITLE:** Food Packs for Weekly Meetings of BAC members January to December 2024
- B. **PR No**
- C. **PROPOSER AND IMPLEMENTING AGENCY** –Procurement Management Office, City Government of Pasig
- D. **Approved Budget of the Contract-** NINE HUNDRED NINETY THOUSAND PESOS (Php 990,000.00) inclusive of all applicable taxes
- E. **Delivery Site:** 7<sup>th</sup> floor Meeting Room, Pasig City Hall Conference Hall
- F. **Delivery Schedule:** Upon issuance of the Notice to Proceed, the engagement is delivery of Twenty Five(25) pcs food packs every Mondays, Wednesdays and Fridays of January to December 2024
- G. **Scope of Work**
  1. The **Supplier** shall provide the **food packs** in biodegradable take-out Container, preferably a Choice of 1 main dish (pork, beef, chicken or seafood), rice, dessert or fruit in season and bottled water
  2. The **Supplier** must deliver the food packs on time and not later than 11:00 AM each scheduled day.
3. A proposed menu with descriptions and a food sample must be presented and approved by the end-user
  4. The **Supplier** shall include paper table napkins, disposable utensils and bottled water (at least 500ml. per bottle).
  5. The **Supplier** shall ensure that the food container and other items must be clean and kept in a hygienic and proper manner at all times.
  6. When food items are found to be spoiled, unsatisfactory or otherwise falling to conform to the requirement stated in the Terms of Reference, the supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
  7. The **Supplier** shall coordinate closely with the end user for any possible changes leading up to the scheduled of delivery
  8. The **Supplier** shall provide end-user food sample for approval
  9. The **Supplier** shall bring original copies of the Delivery Receipt and billing statement /sales invoice during each event to be signed by and turned over to the end user. Payment will be processed **monthly**

Prepared By:

  
**MYRA JAVIER**  
Administrative Officer II

Noted by:

  
**ATTY. BEA THERESE P. VILLANUEVA**  
Officer in Charge  
Procurement Management Office

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

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



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

 pasigcity.gov.ph

Page 3 of 4 | RFQ No. 100-24-01-055 | RLD

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. BEA THERESE P. VILLANUEVA**  
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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Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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Page 4 of 4 | RFQ No. 100-24-01-055 | RLD