



REQUEST FOR QUOTATION

Date: 25 January 2024
RFQ No.: **100-24-01-154**

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 & Venue Decoration for the Kasalang Bayan – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 89,200.00**, 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	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	2024 Kasalang Bayan, - Wedding decorations rental with installation for 2024 Kasalang Bayan for thirty (30) Couples on February 14, 2024. - Backdrop, Aisle, Stage, and Entrance Arch decorations - Red Carpet - Stage/Platform - Tiffany Chairs with ribbon decoration and numberings - Packed Meal for Personnel on-duty - Packed meals for sixty (60) personnel on-duty - 2 viands, choice of 1 vegetable or 1 pasta, rice, dessert, and 500ml bottled water. - For specific details, please see attached TOR.		1	Lot	89,200.00	89,200.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total		89,200.00		
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*





TERMS OF REFERENCE

Activity Title	KASALANG BAYAN 2024
Budget Reference Code	1000-000-2-1-01-003-003-002
Date	Date Schedule of the Activity
February 14, 2023	4:00 AM (Ingress – Setup should already be completed by 08:00AM)

VENUE DECORATION REQUIREMENTS

- Backdrop, Aisle, Stage and Entrance Arch decorations with artificial flower arrangement (Please see attached photos for reference and measurements).
- Red Carpet
- Stage
- Tiffany chairs with ribbon for 60 pax.
- Decorative numberings for each Tiffany chairs – 30pcs, one for each couple.

MEAL REQUIREMENTS (FOR PERSONNEL ON DUTY)

- Packed Meals for the sixty (60) personnel on duty
- Inclusions must be: 2 viands (either beef, pork, or chicken), 1 vegetable or pasta, 1 rice, 1 dessert, and 1 500ml bottled water.
- Packaging should be in a microwavable container, with disposable spoon and fork included.

SPECIFICATIONS:

- The decorations must align with the theme and color scheme of the event as specified by the client.
- All materials used must be of high quality and suitable for indoor/outdoor use as per the event requirements.
- The rental company should ensure that the decorations are visually appealing and contribute to the overall ambiance of the event.
- The installation schedule, including setup and dismantling times, will be mutually agreed upon by the client and the rental company.
- The rental company must complete the installation three (3) hours before the start of the event and promptly dismantle the decorations after the event concludes.

OTHER TERMS AND CONDITIONS:

- The Supplier shall coordinate the proposed decoration set-up, providing detailed descriptions as needed.
- The rental company is responsible for transporting, setting up, and dismantling all rented decorations.
- The rental company must ensure that all rented items are in excellent condition and free from defects at the time of installation.
- Any damages or defects identified during the installation process must be reported and addressed promptly.

Prepared by:

Maria Bernadeth P. Umali
MARIA BERNADETH P. UMALI
Executive Assistant II
Office of the City Mayor

Noted by:

Ernie Al O. Edralin
ERNIE AL O. EDRALIN
Executive Assistant V
Office of the City Mayor

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila
mayorsoffice@pasigcity.gov.ph | 8643-1111 local 1801, 8642-8892



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

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



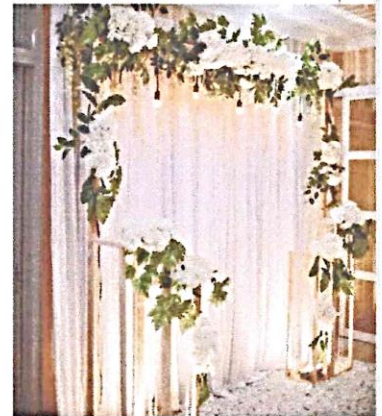
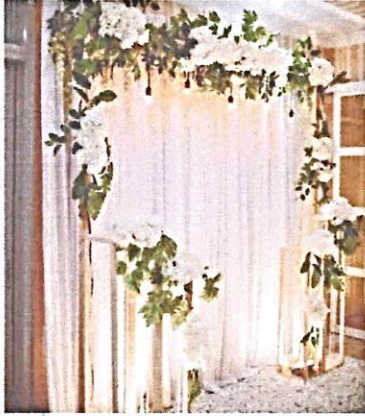
For Reference Only:

STAGE STYLING AND BACKDROP

Color Motif: White, Blue, Pastel colors

With artificial floral arrangement; and without the accent chair

Measurement: 8ft. tall x 10ft. wide





Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila
mayoroffice@pasigcity.gov.ph | 8643-1111 local 1801, 8642-8892



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



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

 pasigcity.gov.ph



For Reference Only:

ENTRANCE ARCH

Color Motif: White, Blue, Pastel colors

With artificial floral arrangement


Measurement: 7ft. tall x 6ft. wide




Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila
mayorsoffice@pasigcity.gov.ph | 8643-1111 local 1801, 8642-8892

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



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

 pasigcity.gov.ph



For Reference Only:

AISLE

Color Motif: White, Blue, Pastel colors

With artificial floral arrangement

With Red Carpet



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.

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



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

 pasigcity.gov.ph

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

SGD

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)

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 7 of 7 | RFQ No. **100-24-01-154** | RLD_✓