



## REQUEST FOR QUOTATION

Date: 30 January 2024

RFQ No.: **100-24-01-108**

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 Activities – City Veterinary Office** with an Approved Budget for the Contract (ABC) of **Php 499,920.00**, 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>FOOD ALLOCATION FOR DEFFRENT ACTIVITIES OF VETERINARY SERVICES DEPARTMENT/SLAUGHTERHOUSE</b>							
<b>1. Observance of Rabies Awareness Month and World Rabies Day</b>							
1	1.a. Launch of Spay and Castration on Rabies Awareness Month Celebration Packed AM Snacks	100	packs	250.00	25,000.00		
2	Packed Lunch	100	packs	500.00	50,000.00		
3	Packed PM Snack	100	packs	250.00	25,000.00		
<b>1b. Conduct of Training for Barangay Officials on Animal Welfare Act, Anti-Rabies and Other Related Issuance</b>							
4	Catering Services Breakfast Buffet	60	pax	1,000.00	60,000.00		
5	AM and PM snacks	60	pax	700.00	42,000.00		
6	Lunch Buffet	60	pax	2,132.00	127,920.00		
<b>2. Orientation/Seminar of NMIS Policies and Guidelines (GHSP/GMP/SSOP/Personal Hygiene/Food Animal Welfare Laws/Food Safety Act)</b>							
<b>2.a. Orientation Seminars</b>							
7	PM Snacks	60	packs	250.00	15,000.00		

8	PM Snacks	170	packs	250.00	42,500.00		
<b>2.b. Annual Meeting</b>							
9	PM Snacks	60	packs	250.00	15,000.00		
10	PM Snacks	170	packs	250.00	42,500.00		
<b>3. Annual Medical Exam for all Accredited Meat/Livestock Handlers</b>							
<b>CHD Medical Team</b>							
11	AM Snacks	30	packs	250.00	7,500.00		
12	Lunch	30	packs	500.00	15,000.00		
13	PM Snacks	30	packs	250.00	7,500.00		
<b>4. NMIS On-site Assessment of Local Meat Inspection Services (LMIS)</b>							
<b>NMIS TEAM &amp; VSD TEAM</b>							
14	Packed AM Snacks	25	packs	250.00	6,250.00		
15	Packed Lunch	25	packs	500.00	12,500.00		
16	Packed PM Snacks	25	packs	250.00	6,250.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>		<b>499,920.00</b>	
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

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**2024 SCHEDULE OF ACTIVITIES  
TERMS OF REFERENCE**

NAME OF PROJECT	DATE	FOOD	VENUE
<b>1-a. Observance of Rabies Awareness Month (March 1)</b>			
Launch of Spay and Castration on Rabies Awareness Month Celebration	March 1, 2024	Packed Meals: <b>AM snack</b> (pasta, sandwich, 500ml bottled water) <b>Lunch</b> (1 chicken, 1pork, 1 rice, bottled water) <b>PM snack</b> (pasta, garlic bread, bottled water)	Free Flowing Coffee 100 pax  Tanghalan Pasigueño
<b>1-b. World Rabies Day</b>			
Conduct of Training for Barangay Officials on Animal Welfare Act, Anti Rabies and Other Related Issuances	September 12 & 26, 2024 (World Rabies Day Celebration)	<b>Buffet Set-up</b> (please see complete details on page 2)	60 pax each day  Maybunga Rainforest Park
<b>2-a. Orientation/Seminar of NMIS Policies and Guidelines (GHSP/GMP/SSOP/Personal Hygiene/Food Animal Welfare Laws/Food Safety Act):</b>			
For Hog Dealers	October 07, 2024 1:00-5:00	<b>PM snack</b> (Baked Mac & Chicken Sandwich, 500 ml bottled water)	60 pax  Slaughterhouse
For Butchers, Butcher's Aide, Drivers and Helpers	October 14, 2024 1:00-5:00	<b>PM snack</b> (Spaghetti, Cheese Burger, 500ml Bottled water)	170 pax  Slaughterhouse
<b>2-b. Annual Meetings:</b>			
For Hog Dealers	November 18, 2024 1:00-5:00	<b>PM snack</b> (Cheese Burger & Spaghetti, 500 ml bottled water)	60 pax  Slaughterhouse
For Butchers, Butcher's Aide, Drivers and Helpers	November 25, 2024 1:00-5:00	<b>PM snack</b> (Cheese Burger & Spaghetti, 500 ml bottled water)	170 pax  Slaughterhouse

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3. Annual Medical Exam for all Accredited Meat/Livestock Handlers				
CHD Medical Team	Tentative date (Feb. 5, 2024)  8:00 – 5:00	Pack Meals: <b>AM Snack</b> (Chicken Sandwich, Pasta & Bottled water 500ml) <b>Lunch</b> (1 rice, 1 chicken, 1 pork, 1 steamed vegetables & 500 ml Bottled water) <b>PM Snack</b> (Cheese Burger, Spaghetti & 500ml Bottled Water )	30 pax	Slaughterhouse
4. NMIS On-site Assessment of Local Meat Inspection Service (LMIS)				
NMIS TEAM & VSD TEAM	Depends on the given schedule	Pack Meals: <b>AM snack</b> (Chicken Sandwich, pasta, Bottled water 500ml) <b>Lunch</b> (1 rice, 1 chicken, 1 pork, 1 steamed vegetables, 500 ml Bottled water) <b>PM snack</b> (Cheese Burger, Spaghetti, Bottled Water 500ml)	25 pax	Slaughterhouse

**Delivery Schedule for packed meals:** At least 30 minutes before the set schedule of each meal. The end user will contact the supplier 1 week before the event.

**Payment Terms:** After completion of each event based on actual deliveries

**BUFFET SET-UP**

**1-b. Conduct of Training on Animal Welfare Act of 1998 or RA 8485, RPO & Rabies Awareness and Other Related Issuances to Barangay Officials**

SCHEDULE OF MEALS:			
DATE	TIME	MEAL	NUMBER OF PAX
September 12, 2024	8 – 9 AM	Breakfast	60
	9:30 – 10 AM	AM Snack	60
September 26, 2024	12 NN – 1 PM	Lunch	60
	3 - 3:30 PM	PM Snack	60

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**MEAL REQUIREMENTS:**

**Breakfast – Managed Buffet set-up / Chafing Dish set-up**

- Combination of Beef Tapa, **SINANGAG or FRIED RICE**, Sunny Side-Up Egg
- Freshly brewed coffee in percolator and instant tea bags; only wooden stirrer is allowed
- Non-disposable eating wares

**AM Snack – Light Meals**

- Choices of Filipino kakanin served in a grazing table-style (Black Kutsinta, Kutsinta with Macapuno, Sapin-sapin with Macapuno, Cassava, Ube Cake, Ube Latik, Suman Ibos, Suman Antala, Tikoy, Buchi, Turon)
- Freshly brewed coffee in percolator and instant tea bags; only wooden stirrer is allowed
- Non-disposable eating wares

**Lunch - Managed Buffet set-up / Chafing Dish set-up**

- Choice of 3 main dishes (chicken, pork, fish, shellfish, beef), vegetable, soup, and rice
- At least 100 grams per dish per guest
- Dessert, at least 120 grams per guest
- Free-flowing drinks (choice of iced tea or juice) stored in a glass barrel dispenser
- Freshly brewed coffee in percolator and instant tea bags; only wooden stirrer is allowed

**PM Snack – Light Meals**

- Choices of Filipino kakanin served in a grazing table-style (Black Kutsinta, Kutsinta with Macapuno, Sapin-sapin with Macapuno, Cassava, Ube Cake, Ube Latik, Suman Ibos, Suman Antala, Tikoy, Buchi, Turon)
- Freshly brewed coffee in percolator, and instant tea bags; only wooden stirrer is allowed
- Non-disposable eating wares

**OTHER REQUIREMENTS:**

- Chairs and rectangular tables with covers and simple table centerpiece
- Freshly brewed coffee, instant tea bags, fresh milk and brown sugar with complete utensils in the entire duration of the event;
- Only wooden stirrer is allowed;
- Free-flowing hot and cold drinking water in water dispenser during the entire duration of the event;
- No water bottles allowed;
- At least five (5) food servers / catering staff;
- Complete utensils, non-disposable plates, drinking glasses;
- Paper table napkins

**DELIVERY TERMS:**

- Complete set-up should be ready 1 hour before the start of the event - 8 am;
- Shall provide the food with reasonable care, skill, and diligence;
- Must deliver the food on time and should be served following the schedule specified above;
- All goods supplied should be new, fresh and clean






**VETERINARY SERVICES DEPARTMENT**

<b>OTHER TERMS AND CONDITIONS:</b>
<ul style="list-style-type: none"> <li>➤ Caterer must submit the detailed food line-up for the different meals with descriptions as necessary at least 1 week prior to the event;</li> <li>➤ Caterer must ensure that food containers and other items are clean and kept in a hygienic and proper manner at all times;</li> <li>➤ If the food is rejected as being damaged, spoiled or otherwise failing to conform to the requirements in these terms, the Caterer shall, at its own cost, remove, replace, re-perform and/or take such corrective action as may be required to enable the foods to conform to the requirements and satisfaction of the end-user.</li> </ul>

**Payment Terms:** After completion of each event based on actual deliveries.

  
**SUSANA A. RAPSING**  
 Acting SLH Head/PCO  
 Procurement Officer




NOTED:

  
**EMMA M. SANCHEZ, DVM**  
 City Veterinarian

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



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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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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. 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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