



REQUEST FOR QUOTATION

Date: 31 January 2024

RFQ No.: **R2 100-24-01-190**

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 GPPB Training Batch 1 and Batch 2 – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 723,600.00**, 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	Food Provision - For GPPB Training (2 Batches) - Batch 1 – Feb. 19-21, 2024 (220 pax) - Batch 2 – Mar. 12-14, 2024 (140 pax) - Packed AM Snack, Buffet Lunch, Packed PM Snack - 1 pax = Php 670.00 per day - Considering that there are 3 days per batch: - Php 670.00 x 3 days = Php 2,010.00 - Please see Terms of Reference	360	pax	2,010.00	723,600.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		723,600.00			
DELIVERY TERM: Please refer to the Terms of Reference.							

TERMS OF REFERENCE

- A. **PROJECT TITLE:** Food Provision for GPPB Training Batch 1 and Batch 2
- B. **PR No:** 100-24-01-190
- C. **PROPONENT AND IMPLEMENTING AGENCY –** Procurement Management Office, City Government of Pasig
- D. **Approved Budget of the Contract –** Seven Hundred Twenty-Three Thousand Six Hundred Pesos (Php 723,600.00) inclusive of all taxes

ITEM DESCRIPTION	UNIT COST	ABC
Food Provision GPPB Training total of 360 pax	Php 2,010.00	Php 723,600.00

- E. **Delivery Schedule and Site:** Upon issuance of the Notice to Proceed, the delivery schedule and delivery site will be as follows:

BATCH 1	BATCH 2
Date: February 19-21, 2024	Date: March 12-14, 2024
Delivery Site: Tanghalang Rizal	Delivery Site: Tanghalang Pasigueño
No. of Participants: 220 pax	No. of Participants: 140 pax
Packed AM Snack, Buffet Lunch, Packed PM Snack	Packed AM Snack, Buffet Lunch, Packed PM Snack

F. Scope of Work

1. The **Supplier** shall provide the food packs (AM Snack & PM Snack) in a biodegradable take-out container.
2. The **Supplier** shall provide 2 main dish for the Buffet Lunch (fish; choice of meat: pork, chicken, or beef; and vegetables), soup, rice, dessert, with 1 choice of drink (juice or iced tea).
3. The **Supplier** shall provide chairs and tables with set-up. PMO will send a lay-out for the set up upon the receipt of Notice to Proceed.
4. Free-flowing coffee and water shall be provided by the **Supplier** during the entire duration of the event.
5. The **Supplier** must deliver the food packs on time and with the following schedule:

	TIME
AM Snack	7:00 AM
Lunch	11:30 AM
PM Snack	3:00 PM


6. A proposed menu with descriptions must be presented and approved by the end-user.
7. The **Supplier** shall include paper table napkins and disposable utensils in case needed for the packed AM & PM snack.
8. 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.

9. 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.
10. The **Supplier** shall coordinate closely with the end user for any possible changes leading up to the scheduled of delivery.
11. 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 per batch.

Prepared By:


MARIA KRISTINA L. RAYMUNDO
 Administrative Officer V



Noted by:



ATTY. BEA THERESE P. VILLANUEVE
 Officer in Charge
 Procurement Management Office

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.

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

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

 pasigcity.gov.ph

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.

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



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