



REQUEST FOR QUOTATION

Date: 06 February 2024

RFQ No.: **100-24-01-115**

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 Weekly Executive Meeting – City Administrator’s Office** with an Approved Budget for the Contract (ABC) of **Php 374,897.60**, 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 FOR MEETINGS, Pack Meals suitable for a lunch meal with individual bento boxes with division and with utensils, and shall include all of the following Inclusion 1-Rice 1-Main Viand with choice of Pork, Beef, Chicken or Fish 1-Side Dish (vegetables, fruits or dessert) Drinks -500ml of Bottled Water -3in1 coffee with stirrer and 12 oz paper cups or 180 ml Bottled Coffee Schedule: Time of Delivery - Exactly 9:30 am - Schedule every first, second, third and fourth Wednesdays starting 7th of February 2024 of the month as attached in the TOR - Change in place, date and time of delivery will be coordinated at least a day before the scheduled date.	1760	Packs	213.01	374,897.60		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	374,897.60		
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE

ACTIVITY TITLE	COORDINATION AND INTERNAL MEETINGS	
Dates	Estimated Total Number of Packs	Number of Days
February 7, 2024 To December 25, 2024	1,760	44

I. Packaging and Inclusions

The Packed Meals suitable for a lunch meal shall be comprised of all of the following inclusions:

- The meals shall be packed in individual bento boxes with division and with utensils, and shall include all of the following:
 - Main Viand with choice of Pork, Beef, Chicken, or Fish,
 - Side Dish (choice of vegetables, fruits, and/or dessert), and
 - Rice;
- 500 ml Bottled Water; and
- 3 in 1 Coffee with stirrer and 12 oz cups or 180 ml Bottled Coffee.

II. Schedule of Activities (Events)

COORDINATION AND INTERNAL MEETINGS	DATE OF EVENT	TIME OF EVENT	ESTIMATED NUMBER OF PACKS		VENUE
Meeting for Executive Committee on Governance and Administration	7-Feb-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	14-Feb-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	21-Feb-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall





Meeting for Executive Committee on Social Services and Peace & Order	28-Feb-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	6-Mar-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	13-Mar-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	20-Mar-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	27-Mar-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	3-Apr-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	10-Apr-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	17-Apr-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	24-Apr-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	8-May-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall





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

PANAHON NG PASIGUEÑO

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Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	15-May-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	22-May-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	29-May-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	5-Jun-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	12-Jun-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	19-Jun-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	26-Jun-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	3-Jul-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	10-Jul-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	17-Jul-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall




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Meeting for Executive Committee on Social Services and Peace & Order	24-Jul-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	7-Aug-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	14-Aug-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	21-Aug-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	28-Aug-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	4-Sep-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	11-Sep-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	18-Sep-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	25-Sep-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	2-Oct-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall


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Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	9-Oct-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	16-Oct-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	23-Oct-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	6-Nov-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	13-Nov-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	20-Nov-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Social Services and Peace & Order	27-Nov-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Governance and Administration	4-Dec-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Fiscal, Regulatory, and Economic Services	11-Dec-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
Meeting for Executive Committee on Health Services and Education	18-Dec-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall



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Meeting for Executive Committee on Social Services and Peace & Order	25-Dec-24	10:00 am to 12:00 nn	40	Packs	C3 Conference Room, 8 th Floor Pasig City Hall
TOTAL			1760	Packs	


- III. **Delivery Time:**
 Packed meals shall be delivered at **EXACTLY 9:30 A.M.** at Pasig City Hall, C3 Conference Room on the **SCHEDULED DATES OF EVENT.**
- IV. **Delivery Terms:**
Note: Coordination and Internal Meetings are scheduled every first, second, third, and fourth Wednesdays of the month as attached in this Terms of Reference, but due to exigency and unforeseen emergencies, it could be cancelled and rescheduled to a different day. **CHANGES IN PLACE AND TIME OF DELIVERY** will be coordinated at least a day before the scheduled date. If there is no message of cancellation or rescheduling at least a day before the scheduled date as attached here, then, it is assumed to proceed.
- V. **Payment Schedule:**
 Payment will be made upon completion of delivery of 1,760 packs of food.

Prepared by:

CAROLINE P. ASUNCION
Procurement Officer
 OFFICE OF THE CITY ADMINISTRATOR

Noted by:

MAURICE MIKKELSSSEN PHILIPPE D. CAMPOSANO
Executive Assistant II

Approved by:

ATTY. JERONIMO U. MANZANERO
City Administrator

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), 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.

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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

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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