



REQUEST FOR QUOTATION

Date: 09 February 2024

RFQ No.: **100-24-02-259**

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 2024 Strategic Planning - City Engineering Office** with an Approved Budget for the Contract (ABC) of **Php 160,499.70**, 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	Full package of catering services <ul style="list-style-type: none">- 2-Day SEMINAR / WORKSHOP- For the City Engineering Office "2024 STRATEGIC PLANNING"- Inclusion:<ul style="list-style-type: none">A. FOOD- Breakfast (8:30 AM)- AM Snack (10:00 AM)- Lunch Buffet (12:00 NN)- Afternoon Snack (3:00 PM)- Dinner Buffet (5:00 PM)B. TABLES and CHAIRS- Arrangements- Note: Please refer to Terms of Reference for Food Details, Information and Other Requirements.	45	pax	3,566.66	160,499.70		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	160,499.70		
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE

A. PROCUREMENT TITLE

Food Provision for the City Engineering Office (CEO) STRATEGIC PLANNING SEMINAR/WORKSHOP-2024

Program	Date and Place of Schedule Activity	Number of Pax	Servings
Strategic Planning (Seminar/Workshop)	Feb. 20-21, 2024 (8:00 AM to 5:00 PM) at E-Lounge, 7 th Floor, Pasig City Hall Building	45	Breakfast, AM Snack, Lunch, PM Snack, Dinner

B. LOCATION

7th Floor, E-Lounge, Pasig City Hall Building, Pasig City Hall Complex, Caruncho Ave., Brgy. San Nicolas, Pasig City

C. PROPONENT AND IMPLEMENTING AGENCY

City Engineering Office with Three (3) Divisions and 18 Section Offices

D. APPROVED BUDGET

Activity Title	2024 STRATEGIC PLANNING SEMINAR/WORKSHOP OF THE CITY ENGINEERING OFFICE
Budget Reference Code	1000-000-2-3-11-003-001-000
Budget Account Code	
Approved Budget	PHP 900,000.00 (Strategic, Mid-Year and Yead-End)
PR Number	

E. TERMS AND CONDITION FOR CONTRACT OF SERVICE


VENUE PREPARATION / STAGE PLATFORM REQUIREMENTS
<p>* Backdrop for Stage / Platform with Tarpaulin "2024 STRATEGIC PLANNING OF THE CITY ENGINEERING OFFICE"</p> <p>* Tables with cover, table runner: 6-8 round tables with 8 monobloc chairs each with cover (Please see attached floor layout for reference)</p> <p>* Basic Sound System and Lighting (To be arranged by CEO & Venue Coordinator)</p>


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



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MEAL REQUIREMENTS

- * Choice of 3 Main Dishes (Chicken, Pork, Beef , Fish), Vegetables, and Rice
- * At least 100g dish per participants
- * Dessert (Dry, not messy), 120g per participants
- * Drinks (Ice Tea) to be served during Lunch and Dinner
- * Bottomless purified drinking water, served in a pitcher, during the entire event (cold)
- * Complete with porcelain plates, metal utensils and drinking glasses
- * Table Napkins

DELIVERY TERMS

- * Date and Time of Delivery will be based on event/training/workshop schedule;
- * Meal should arrive of time:
 - > Breakfast / AM Snack at 7:30 AM - not later than 8:00 AM
 - > Lunch at 11:00 AM - not later than 12:00 NN
 - > PM Snacks at 2:30 PM - not later than 3:00 PM
- * The Supplier is responsible in providing rentable tables and chairs sufficient to E-Lounge Space including floor arrangement suitable to the area;
- * The Supplier is required to handle and deliver the food with reasonable care, skill, and diligence. All supplied goods must be new, fresh, and in a clean condition;
- * The Supplier is obligated to ensure timely delivery of the food and must adhere to the specified Schedule outlined in the above requirements when serving it.

OTHER TERMS AND CONDITIONS:


- * The Supplier shall coordinate the proposed venue arrangement, providing detailed description as needed;
- * The Supplier is required to provide a food line-up for lunch/dinner, including detailed descriptions as necessary;
- * The Supplier shall maintain cleanliness and proper hygiene at all times, ensuring that food containers and other items are kept clean and stored appropriately;
- * When the food is rejected as being damaged, spoiled or otherwise failing to conform to the requirements in these terms, the Supplier 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.


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**

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- **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.

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.

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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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