



REQUEST FOR QUOTATION

Date: 12 February 2024

RFQ No.: **100-24-01-262**

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 **Catering Services for Various Activities – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 637,500.00**, 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	Buffet Style - Breakfast, Am Snacks, Lunch and PM Snacks - Note: Please refer to TOR	375	pax	1,700.00	637,500.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		637,500.00			
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE

A. PROCUREMENT TITLE

Food Provision of Various Health Activities for the month of March

B. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – City Health Department- Training Unit, GAD

C. DELIVERY SCHEDULE

Date and time of delivery will be based on event/training as scheduled.

Meal should arrive on time

AM Snacks at 8:00 am – not later than 9:00 am

Lunch at 11:00 am – not later than 12:00 pm

PM Snacks at 2:00 pm – not later than 3:00 pm

D. DELIVERY SITE

Delivery site shall be where the said activity/event shall take place between, As per approved venue any changes with the schedule and number of pax will be coordinated with the winning bidder at least a day before schedule, however such changes in the number of packs/pax per event will not affect the total quantity stated in the PR,

E. TERMS OF PAYMENT

Processing of one time payment upon completion of delivery with acceptance and inspection report and based on actual deliver after all the events.

F. REQUIREMENT/SPECIFICATIONS

For buffet style, supplier will provide chairs based on the no. of participants and table at least 7 per table with centerpiece

- Supplier will provide free-flowing coffee, ice tea, hot tea, purified water and mint
- Waiter staff to be provided

SCHEDULE	ACTIVITY	ITEM DESCRIPTION	QUANTITY
February 27, 28 and 29, 2024	Strategic Planning 2024	Buffet Style BREAKFAST Day 1 Beef Tapa, Chicken Sauges, Eggs, Rice, Tropical Fruits Day 2 Fried Bangus, Corned Beef, Eggs, rice, Tropical Fruits Day 3	225 pax 75 pax per day

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



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		<p>Pork Tocino, Chicken Adobo, Eggs, Rice, Tropical Fruits</p> <p>AM SNACK Day 1</p> <p>Truffle Pasta and Tuna Sandwich</p> <p>Day 2</p> <p>Chicken Pesto and Chicken Sandwich</p> <p>Day 3</p> <p>Carbonara and Egg Sandwich</p> <p>LUNCH Day 1</p> <ul style="list-style-type: none">-Rice-Chicken teriyaki-Roast Beef in Mushroom Sauce-Baked Fish Mornay Sauce-Mixed vegetables in butter with quail egg-Pumpkin Soup-Brownies <p>Day 2</p> <ul style="list-style-type: none">-Rice-Beef Bourguignon-Fish fillet with Tartar Sauce-Grilled Chicken-Butter Vegetables-Cream of Mushroom-Mango Tart	
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PANAHON NG PASIGUEÑO

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		<p>Day 3</p> <ul style="list-style-type: none"> -Rice -Creamy Mushroom Beef -Fish Finger with Aoili Sauce -Rosemary Chicken -Garden Vegetable -Cream of Mushroom -Mango Tart <p>PM SNACK</p> <p>Day 1 Seafood Pasta with Cassava cake</p> <p>Day 2 Pancit Palabok with Bibingka</p> <p>Day 3 Chicken Pesto with Puto</p>	
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<p>March 6,7 and 8</p>	<p>GAD Agenda</p>	<p>Buffet Style</p> <p>BREAKFAST</p> <p>Day 1 Beef Tapa, Chicken Sauges, Eggs, Rice, Tropical Fruits</p> <p>Day 2 Fried Bangus, Corned Beef, Eggs, rice, Tropical Fruits</p> <p>Day 3 Pork Tocino, Chicken Adobo, Eggs, Rice, Tropical Fruits</p> <p>AM Snacks</p> <p>Day 1 Truffle Pasta and Tuna Sandwich</p> <p>Day 2 Chicken Pesto and Chicken Sandwich</p> <p>Day 3 Carbonara and Egg Sandwich</p> <p>LUNCH</p> <p>Day 1 -Rice -Chicken teriyaki -Roast Beef in Mushroom Sauce -Baked Fish Mornay Sauce -Mixed vegetables in butter with quail egg -Pumpkin Soup -Brownies</p>	<p>150 pax 50 pax per day</p>
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		<p>Day 2</p> <ul style="list-style-type: none">-Rice-Beef Bourguignon-Fish fillet with Tartar Sauce-Grilled Chicken-Butter Vegetables-Cream of Mushroom-Mango Tart <p>Day 3</p> <ul style="list-style-type: none">-Rice-Creamy Mushroom Beef-Fish Finger with Aoili Sauce-Rosemary Chicken-Garden Vegetable-Cream of Mushroom-Mango Tart <p>PM Snacks</p> <p>Day 1 Seafood Pasta with Cassava cake</p> <p>Day 2 Pancit Palabok with Bibingka</p> <p>Day 3 Chicken Pesto with Puto</p>	
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LUNGSOD
PASIG
UMAAGOS ANG PAG-ASA

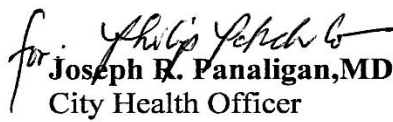
CITY HEALTH DEPARTMENT

Prepared by:


Ma. Christine Afable, RN
Focal Person, GAD-CHD

Naomi Moraña, RN
Training Officer

Noted by:



for **Joseph R. Panaligan, MD, MHA**
City Health Officer


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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), 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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