



REQUEST FOR QUOTATION

Date: 15 February 2024

RFQ No.: **100-24-01-269**

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 Health Office** with an Approved Budget for the Contract (ABC) of **Php 640,300.00**, 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	Packed Lunch, 2 Viands, 1 Veg. Side Dish, Rice, Dessert, Bottled Water	1008	packs	300.00	302,400.00		
2	Food - Packed Lunch, 1 Viand, 1 Veg. Sidedish, Rice, Dessert, Bottled Water	500	packs	200.00	100,000.00		
3	Snacks Meals, Choice of Pasta with Bread or Noodles with Kakanin	1586	packs	150.00	237,900.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	640,300.00		
DELIVERY TERM: Please refer to the Terms of Reference.							



269

CITY HEALTH DEPARTMENT

TERMS OF REFERENCE

A. PROCUREMENT TITLE

Food Provision of Various Health Activities for the month of March 2024

B. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – City Health Department – HEPO, PBCT, IHCP, NTP, INCD and Tobacco

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 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 per event will not affect the total quantity stated in the number in PR.

E. TERMS OF PAYMENT

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

F. REQUIREMENT/SPECIFICATIONS


SCHEDULE	ACTIVITY	ITEM DESCRIPTION	QUANTITY
March 12, 2024	Sexual & Reproductive Health for Women: 1 st Private Company	AM Snacks -Carbonara with 2 slices of garlic bread -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	150
		LUNCH -Roasted beef w/ gravy Buttered potato & mushroom w/ toasted garlic -Rice -Creamy Peach Mango -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	75



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March 13, 2024	Sexual & Reproductive Health for Women: 2 nd Private Company	AM Snacks Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	150
		LUNCH -Beef caldereta -Fresh Lumpai vegetable -Rice -Coffee jelly -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	75
March 14, 2024	Sexual & Reproductive Health for Women: 3 rd Private Company	AM Snacks Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	150
		LUNCH -Beef broccoli -Chicken teriyaki -Rice -Buko Lycee -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	75
March 19, 2024	Sexual & Reproductive Health for Women: District I	AM Snacks -Spaghetti w/ 2 slices of garlic bread -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	150
		LUNCH -Beef w/ broccoli -Buttered corn & carrots -Rice	75


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		-Mango Topioca -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	
March 21, 2024	Sexual & Reproductive Health for Women: District II	AM Snacks Baked Lasagña with 2 slices of toasted bread with butter -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	150
		LUNCH - Chicken Cordon Bleu -Fresh lumpia vegetables -Rice -Mango Tapioca - Bottled water 350ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	75
March 21, 2024	1 st Pasig Health Aide Quarterly Meeting	AM Snack -Pansit Canton with puto -Bottled Water 500ml Packaging: Bento box with plastic lid cover LUNCH -Beef with Broccoli -Pork hamonado -Rice -Buko Pandan -Bottled water 500ml Packaging: Bento box with 3 divisions with plastic lid cover & Salad cup with lid <i>Note: with cutlery and tissue</i>	470 pax


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March 8, 2024	Anti-smoking Task Force Meeting	AM Snacks -Carbonara with 2 slices of garlic bread -Bottled water 500 ml Packaging: Bento box with plastic lid cover	22 pax
		LUNCH -Roasted beef w/ gravy -Chicken cordon blue -Rice -Creamy Peach Mango -Bottled water 500 ml Packaging: Bento box with plastic lid cover	22 pax
		PM Snacks Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	22 pax


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March 6, 13 and 20, 2024	Kontra Bulate Campaign	<p>AM Snacks Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p>	90 pax (Divided in 3 Sessions 30 pax per session)
Every Monday, Wednesday, Friday excluding Holiday	Mass Blood Donation Activity 20 Activities	<p>Meal Rice, Side Dish, 1 Viand and Bottled Water Choice of Sidedish (Chopsuey, Pakbet or Mixed Veggies Choice of Viand (Beef Broccoli, Chicken Teriyaki or Pork Hamonado</p> <p>Packaging: Bento box three division with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p>	500 pax (25 pax per session)
March 15, 2024	CNC Quarterly Meeting	<p>LUNCH - Chicken Cordon Bleu -Fresh lumpia vegetables -Rice -Mango Tapioca - Bottled water 350ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p>	25 pax
March 2024 TBA	INCD Meeting for Nurses	<p>AM Snacks Carbonara with 2 slices of garlic bread -Bottled water 500ml Packaging: Bento box with plastic lid cover</p> <p>LUNCH -Beef broccoli -Chicken teriyaki -Rice -Buko Lycee -Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p>	116 pax





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CITY HEALTH DEPARTMENT

		Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml Packaging: Bento box with plastic lid cover <i>Note: with cutlery and tissue</i>	
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Prepared by:

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Rosemarie P. Huertas, RN
 Health Promotion Program

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Rachel Milan, MD
 PBCT Program Manager

cat
Jesusa Cammagay, RN
 IHCP Nurse Coordinator

J
Jenily Capalaran, RND
 Nutrition Officer

Betty
Betty Castro, RN
 INCD Nurse Coordinator

Edwin
Edwin Edgar Jose F. Magno, RN
 Tobacco Control Nurse Coordinator

Noted By:


for. Joseph
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 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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