

REQUEST FOR QUOTATION

Date: 20 February 2024 RFQ No.: **100-24-01-016**

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 GAD Activities – Gender and Development** with an Approved Budget for the Contract (ABC) of **Php 432,000.00**, 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.

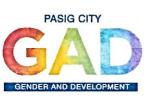
The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

QTY 880	иом packed	Unit Cost 300.00	Total Cost 264,000.00	Unit cost	Total Cost
880	packed	300.00	264,000.00		
280	рах	600.00	168,000.00		
Т	otal	432,	,000.00		
	T	Total	Total 432,	Total 432,000.00	Total 432,000.00









GENDER AND DEVELOPMENT OFFICE

TERMS OF REFERENCE

For

FOOD SERVICES FOR THE VARIOUS EVENTS OF GENDER AND DEVELOPMENT OFFICE

SOURCE OF FUNDS: GAD Fund

I. BACKGROUND

This is a series of activities highlighting women's rights and valuing the significant contributions of women in society. This aims to highlight the empowerment of women as active contributors and claimholders of development. This pursuit of development is also anchored on the commitment of "Malasakit at Pagbabago" or True Compassion and Real Change breaking delimiting mindset and stereotypes that block women's full participation in development.

II. VENUE, DATE OF EVENTS AND SPECIFICS TITLE: OBSERVANCE OF WOMEN'S MONTH AND OPERATIONAL EXPENSES

ITTLE: OBSERVANCE OF WOIVIEN 5 WONTH AND OPERATIONAL EXPENSES							
PROGRAM TITLE	DATE	VENUE	UNIT	NO. OF PAX			
Women's MonthMarch 4, 2024Celebration (Kick Off and Women's Forum)March 22, 2024	March 4, 2024	Pasig Quadrangle	Food Packed Meal	880			
	Tanghalang Rizal	Catering	280				

Food Services:

The food service provider will prepare and deliver meals at the venue.

III. DELIVERY AND TERM OF PAYMENT

The delivery shall be on a staggered arrangement and payment shall be made after the food is served at 100%.

JOSE REY Q. ESPINA Executive Asst. V/OIC GAD Office GBM/02/424

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

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

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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)**, <u>4th Floor</u>, **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

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

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