



## 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.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>Food Packed Meal,</b> 2 viands, rice and dessert, 330ml bottled water Packaging bento box with spoon and fork  viand 1 choices of: pork, beef or fish viand 2 choices of: chicken or seafoods dessert choices of: Brownies, Revel bar, Crinkles or Yema cake	880	packed	300.00	264,000.00		
2	<b>Catering,</b> Breakfast, AM Snack, Lunch and PM Snack Including: chairs and tables, waiter, complete catering set up and free flowing coffee (brewed, coffee mate, sugar) from start until end of the program  Breakfast: Bangsilog (bangus, sinangag, itlog) AM Snack: Chicken Sandwich Lunch: 2 viands with side dish, rice, dessert, red juice viand 1 choices of: pork, beef or fish viand 2 choices of: chicken or seafoods dessert choices of : Mango tapioca PM Snack: Tuna Sandwich	280	pax	600.00	168,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>432,000.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							



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

PROGRAM TITLE	DATE	VENUE	UNIT	NO. OF PAX
Women's Month Celebration (Kick Off and Women's Forum)	March 4, 2024	Pasig Quadrangle	Food Packed Meal	880
	March 22, 2024	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



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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), 4<sup>th</sup> 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, 4<sup>th</sup> 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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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](mailto: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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