



## REQUEST FOR QUOTATION

Date: 02 March 2024

RFQ No.: **R1 100-24-01-183**

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 – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 280,550.00**, 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
	<b><u>PACKED MEALS</u></b>						
1	AM SNACK / PM SNACK	231	packs	150.00	34,650.00		
2	LUNCH	348	packs	300.00	104,400.00		
	<b><u>CATERING SERVICES</u></b>						
3	DINNER	200	pax	650.00	130,000.00		
4	SALAD BAR BUFFET STATION GOOD FOR 207 PAX	1	lot	11,500.00	11,500.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>280,550.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

**TERMS OF REFERENCE**

- A. PROCUREMENT TITLE:** Food Provision for Various Programs and Activities (March 2024)
- B. PROPONENT AND IMPLEMENTING AGENCY:** Pamantasan ng Lungsod ng Pasig
- C. DELIVERY SITE:** Pamantasan ng Lungsod ng Pasig, Alcalde Jose St. Kapasigan, Pasig City
- D. DATE OF DELIVERY:** Staggard Delivery
- E. TIME OF DELIVERY:** AM Snack – 9:00 am, LUNCH – 10:30 am, PM Snack – 2:00 pm
- F. REQUIREMENT / SPECIFICATIONS:**

**PACKED MEALS**

Date of Event	Event Title	Meal	Menu	No. of Pax
MARCH 12, 2024	UNIVERSITY WEEK: OPENING CEREMONY	AM SNACK	Baked Mac, full clubhouse, bottled water 350ml	116 PAX
	SPORTS FEST OPENING	LUNCH	Orange Chicken, Hickory Porkchop, Wrapped Lumpiang Ubod, rice, buko pandan, bottled water 350ml	105 PAX
	COLLEGE CHEER DANCE	PM SNACK	pancit canton, full clubhouse sandwich, bottled water 350ml	80 PAX
MARCH 14, 2024	SHS INTER-SCHOOL COMPETITION	LUNCH	Grilled Chicken Teriyaki, Beef Broccoli, Chopseuy with Quail eggs, rice, coffee jelly, bottled water 350ml	102 PAX
MARCH 15, 2024	MR. & MS. PLP	LUNCH	Chicken Pastel, Pork Tonkatsu, Stir Fry Vegetable in Oyster sauce, Rice, almond lychee, bottled water 350ml	91 PAX
MARCH 20, 2024	MONTHLY EXECUTIVE MEETING	LUNCH	Beef Caldereta, Grilled Chicken Teriyaki, Assorted veggies with quail egg, White buko salad, rice, bottled water	20 PAX
MARCH 25, 2024	CAREER COUNSELING / COACHING	AM SNACK	Baked Lasagna, Full Clubhouse, bottled water 350ml	15 PAX
		LUNCH	Chicken Hamonado, Pastel De Lengua, stir fry vegetables, rice, mango tapioca, bottled water 350ml	30 PAX
		PM SNACK	Carbonara, beef burger, bottled water 350ml	20 PAX

**CATERING SERVICES: March 15, 2024, 5:00-9:00 PM**

MEAL	ITEM DESCRIPTION	TOTAL QUANTITY
DINNER	Beef Strip Ala Morco, Pork Tonkatsu with Cabbage, Italian Chicken with Spinach, Seafoods Mongolian, Plain Rice, Vegetable Roll Salad, Creamy Chicken/Asparagus Soup, White Buco Salad, fruit in season, Cucumber Juice	200 pax
SALAD BAR BUFFET STATION	Dressing (vinaigrette, thousand island, Caesar dressing, honey mustard) cold cuts/ham/meat, fruits, veggies (romaine, ice berge, lola rosa, carrots, cucumber, jicama, white onion, corn kernel, cheese (parmesan, dice cheese) croutons	1 Lot good for 200 pax

**INCLUSIONS:**



<b>Complete Catering Set-up:</b>
- Round tables good for 10 with floor-length table cloth and centerpiece.
- Table Napkin and Full set of cutleries
- Chairs with seat cover
- Skirted Buffet Station with center piece
- Uniformed Waiters
- Provision for unlimited coffee and water


**Note:**

End-user will coordinate to the supplier 5 days before the event.  
 Packed Meals must be in Bento box spoon, fork and tissue.  
 The place of delivery may vary.

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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), 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 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](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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