



REQUEST FOR QUOTATION

Date: 05 March 2024
RFQ No.: **R1 100-24-01-056**

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 – Cultural Affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 981,550.00**, 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	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
BIRTH ANNIVERSARY OF GEN. VALENTIN CRUZ								
1	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		150	packs	120.00	18,000.00		
PHILIPPINE INDEPENDENCE DAY								
2	Packed meals, 1 rice, 1 viand, and 500 ml bottled water Please see attached TOR for the complete details.		250	packs	125.00	31,250.00		
RIZAL'S BIRTH ANNIVERSARY								
3	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		150	packs	120.00	18,000.00		
SEN. JOVITO SALONGA DAY								
4	Pica-pica, 2 kinds of sandwich, 1 kind of pasta, 1 finger food, 1 kind of dessert, iced tea and water Please see attached TOR for the complete details.		150	pax	350.00	52,500.00		

	NATIONAL HEROES' DAY							
5	Packed meals, 1 rice, 1 viand, and 500 ml bottled water Please see attached TOR for the complete details.		250	packs	125.00	31,250.00		
	NAGSABADO SA PASIG							
6	Packed meals, 1 rice, 1 viand, and 500 ml bottled water Please see attached TOR for the complete details.		250	packs	125.00	31,250.00		
	BIRTH OF LOPE K. SANTOS							
7	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		150	packs	120.00	18,000.00		
	PASIG CITY BAND CONCERT							
8	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		200	packs	120.00	24,000.00		
	MARIAN EXHIBIT							
9	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		300	packs	120.00	36,000.00		
	TRADE FAIR							
10	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		125	packs	120.00	15,000.00		
	BONIFACIO DAY							
11	Packed meals, 1 rice, 1 viand, and 500 ml bottled water Please see attached TOR for the complete details.		250	packs	125.00	31,250.00		
	RIZAL DAY							
12	Packed meals, 1 rice, 1 viand, and 500 ml bottled water Please see attached TOR for the complete details.		250	packs	125.00	31,250.00		
	HATAW PASIGUEÑO							
13	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		1000	packs	120.00	120,000.00		
	HIMIG PASIGUEÑO							
14	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		1000	packs	120.00	120,000.00		

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	CONCERT AT THE PARK							
15	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		815	packs	120.00	97,800.00		
	PASKOTITAP							
16	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		1300	packs	120.00	156,000.00		
	FLAVORS OF NCR							
17	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		250	packs	120.00	30,000.00		
	MUSIC APPRECIATION FOR BATANG PASIGUEÑO							
18	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		500	packs	120.00	60,000.00		
	TALKING WALLS 2							
19	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		250	packs	120.00	30,000.00		
	LAKBAY BALIK TANAW							
20	Packed meals, 1 rice, 1 viand, and 350 ml bottled water Please see attached TOR for the complete details.		250	packs	120.00	30,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		981,550.00			
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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TERMS OF REFERENCE
for
**FOOD PROVISION FOR THE WREATHLAYING EVENTS AND VARIOUS ACTIVITIES OF
CULTURAL AFFAIRS AND TOURISM OFFICE**


I. DATE AND VENUE OF EVENTS

EVENT	DATE & TIME	VENUE
Flavors of NCR	April 19 – 20, 2024	TBA
Birth Anniversary of Gen. Valentin Cruz	May 21, 2024 / 7:30 A.M.	San Nicolas, Pasig City
Music Appreciation for Batang Pasigueno	May – July 2024	TBA
Philippine Independence Day	June 12, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Rizal's Birth Anniversary	June 19, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Sen. Jovito Salonga Day	June 22, 2024 / 2:00 P.M.	TBA
National Heroes Day	August 26, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Lakbay Balik Tanaw	July 2024	TBA
Nagsabado sa Pasig	August 29, 2024 / 7:30 A.M.	San Nicolas, Pasig City
Birth of Lope K. Santos	September 25, 2024 / 7:30 A.M.	Pasig Library, Caruncho Ave. Pasig City
Pasig City Band Concert	September 2024 / 5:00 P.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Marian Exhibit	September 2024 / 2:00 P.M.	TBA
Trade Fair	October 2024	TBA
Bonifacio Day	November 30, 2024 / 7:30 A.M.	Plaza Bonifacio, Brgy. Kapasigan, Pasig City
Talking Walls 2	November 2024	TBA
Hataw Pasigueno	December 2024	TBA
Himig Pasigueno	December 2024	TBA
Concert at the park	December 2024	TBA
Paskotitap	December 2024	TBA
Rizal Day	December 30, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City

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II. SPECIFICS

Food Services:


The food services shall prepare and deliver the meals at the venue.


FOOD AND DRINK:

Flavors of NCR	Day 1: 125 packed meals Day 2: 125 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Birth Anniversary of Gen. Valentin Cruz	150 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Music Appreciation for Batang Pasigueno	500 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Philippine Independence Day	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 500 ml bottled water
Rizal's Birth Anniversary	150 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Sen. Jovito Salonga Day	150 pax (pica-pica)	-Pica-pica set up -5 cocktail tables with cover -Plates and utensils -1 server Food: 2 kinds of sandwich, 1 kind of pasta, 1 finger food, 1 kind of dessert, iced tea and water.

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National Heroes Day	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 500 ml bottled water
Lakbay Balik Tanaw	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Nagsabado sa Pasig	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 500 ml bottled water
Birth of Lope K. Santos	150 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Pasig City Band Concert	200 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Marian Exhibit	300 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Trade Fair	125 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water

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Bonifacio Day	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 500 ml bottled water
Talking Walls 2	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Hataw Pasigueno	1,000 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Himig Pasigueno	1,000 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Concert at the park	815 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Paskotitap	1,300 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 350 ml bottled water
Rizal Day	250 packed meals	Packaging: Microwavable Container, 2 partition (750 ml) and plastic utensils (spoon & fork) Food: 1 rice, 1 beef or chicken, and 500 ml bottled water

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III. DELIVERY TERM

Staggered shall be the delivery term. End user will coordinate with supplier one (1) week prior to delivery schedule.

IV. PAYMENT TERM

Shall be staggered payment term based on actual delivery.

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*].

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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.

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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