



REQUEST FOR QUOTATION

Date: 07 March 2024

RFQ No.: **100-24-01-388**

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 - Pasig City Museum** with an Approved Budget for the Contract (ABC) of **Php 304,000.00**, 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
FOOD PROVISION FOR VARIOUS ACTIVITIES							
1	STRATEGIC CULTURAL PLANNING WORKSHOP, Service type: Buffet Service Venue: 11th Floor Pasig Revolving Tower Delivery Schedule: March 21 - 22, 2024 at 8:00 AM Particulars: (AM Snack - Lunch - PM Snack)	80	pax	700.00	56,000.00		
2	SUMMER ART WORKSHOP, Service type: Buffet Service Venue: Maybunga Rainforest Park (Senior Citizen pavilion) Delivery Schedule: May 24 and July 24, 2024 at 8:00 AM Particulars : (AM Snack - Lunch - PM Snack)	100	pax	700.00	70,000.00		
3	LECTURE AND WORKSHOP ABOUT PASIG, Service type: Buffet Service Venue: BIR Building Function hall Delivery Schedule: June 10 and November 18, 2024 at 8:00 AM Particulars: (AM Snack - Lunch - PM Snack)	140	pax	700.00	98,000.00		
4	DEVELOPMENT OF HERITAGE RESOLUTION AND ORDINANCE, Service type: Packed meals Venue: Pasig City Museum Delivery Schedule: Upon Request of the end-user Particulars: (AM Snack - Pm Snack)	400	packs	200.00	80,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	304,000.00		
DELIVERY TERM: Please refer to the Terms of Reference.							

TERMS OF REFERENCE
Food Provision for Various Activities

I. OBJECTIVE

The Pasig City Museum is a multidisciplinary center that promotes cultural, educational, research, and social development. It is a cultural institution that protects and reconstructs the city's rich cultural legacy, as well as disseminating scientific and technical knowledge through lectures, exhibitions, interviews, and research publications.

As part of our mandate, the Pasig City Museum will conduct a strategic cultural planning workshop, lectures on Pasig history, a meeting to establish heritage resolutions and ordinances, and summer art workshops.

In view of this, the museum intends to contract with professional catering services to supply all of the food needed for the museum's various activities.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) shall be a total of *THREE HUNDRED FOUR THOUSAND PESOS (Php 304,000.00)*, inclusive of VAT and all other applicable government taxes.

III. SPECIFICATIONS

A. Meal Requirements

1. Buffet Service

- **AM Snack**
 - Choice of 1 meal with combination of pasta and pastries
 - 1 round of iced tea/juice


- **Buffet Lunch** - Lunch only so PM
 - At least with 2 viands (Pork/Beef/Chicken)
 - Vegetables
 - Steamed Rice
 - Dessert (Salad/Fresh Fruits/Pastries)
 - Soup
 - Bottomless iced tea/juice


- **PM Snack**
 - Combination of pasta/pastries
 - 1 round iced tea/juice

- **Others**
 - Free-flowing coffee and drinking water during the activity

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2. Packed Meal

- **AM Snack**
 - Noodles (Chicken/Beef) with sandwich (Pork/Chicken)
 - Bottled water (500ml)
- **PM Snack**
 - Pasta (Beef/Chicken) with sandwich (Pork/Chicken)
 - Bottled water (500ml)

- **Others**
 - Use of biodegradable 2-compartment bento tray with plastic spoon and fork set

IV. RESPONSIBILITIES OF THE SUPPLIER

1. The Supplier must deliver the food on or before the actual time of event:

Buffet Service

AM Snack – 8:00 a.m.

Lunch – 11:00 p.m.

PM Snack = 3:00 p.m.

Packed Meal


AM Snack – 9:00 a.m.


PM Snack – 2:00 p.m.

2. The Supplier shall ensure that the food container and other items must be clean and kept in a hygienic and proper manner at all times.
3. The Supplier shall provide banquet set-up with choice of linen, flower arrangement per table, tableware and complete cutlery.
4. The Supplier shall prepare the banquet set-up/arrangement on the venue 2 hours before the event. All table cloths and linens are provided by the Supplier and must be presentable. All tables must be covered with full skirting.
5. The Supplier shall provide at least five (5) uniformed waiters for buffet service to distribute food the activity.
6. Where food packs are rejected as being damaged, spoiled or otherwise falling to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace and re-perform and/or take such corrective action as may be required to enable the food packs to conform to the requirements and satisfaction of the end-user.

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V. SPECIAL PROVISION

1. The Supplier shall submit proposed menu for End-user's approval.
2. Any changes to the food delivery schedule shall be communicated to the supplier by the end-user in writing a week prior to the actual day of the event.

VI. TERMS OF PAYMENT

Payment shall be based on the actual delivery after each successful event.

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.

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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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