



REQUEST FOR QUOTATION

Date: 12 March 2024

RFQ No.: **100-24-02-346**

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 Trainings and Activities – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 420,750.00**, 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 | AM Snack (Packed Meal), 1 pasta 2 layer sandwich choice of: tuna or clubhouse 500ml bottled water | 775 | pax | 150.00 | 116,250.00 | | |
| 2 | Lunch (Packed rice meal), 2 viands with choice of: pork, beef or fish 1 vegetable side dish 1 dessert choice of: buko pandan or mango tapioca 500ml bottled water | 780 | pax | 350.00 | 273,000.00 | | |
| 3 | PM Snack (Packed meals), 1 Pancit Miki Bihon with Puto 500ml bottled water | 70 | pax | 150.00 | 10,500.00 | | |
| 4 | Buffet (Full buffet set up), AM snack: 1 pasta with 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: Buko pandan, Mango tapioca) PM Snack: Pasta with clubhouse sandwich Including: Chair and Tables, waiter, complete catering set up and free flowing coffee and water | 30 | pax | 700.00 | 21,000.00 | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | | | | Total | | 420,750.00 | |
| DELIVERY TERM: Please refer to the Terms of Reference. | | | | | | | |


Pasig City General Hospital
Gender and Development
FOOD SERVICE TERMS OF REFERENCE
2024 Food Request Training for 2024

| Venue | Title of Seminar/Training | Date and Time | Food Pack per Serving | Quantity |
|-------|---|------------------------|-----------------------------|----------|
| PCGH | Gender Sensitivity Training for clients and procurement of training materials | Friday, March 22, 2024 | AM Snack (Packed meal) | 85 |
| PCGH | Lectures which will assist patients in understanding and management of their menopausal signs and symptoms (Menopausal Program) | Friday, March 22, 2024 | AM Snack (Packed meal) | 70 |
| PCGH | Conduct lectures with the Family, Partner and Patient regarding youth sexuality education and health services (Teen Parent Program) | Friday, March 22, 2024 | AM Snack (Packed meal) | 60 |
| PCGH | Consultation and technical writing with GAD experts, technical writer, graphic artist and 2d animator | Friday, March 22, 2024 | Lunch (Packed rice meal) | 10 |
| PCGH | Women's Month Celebration 2024 | Friday, March 22, 2024 | Lunch (Packed rice meal) | 300 |
| PCGH | Lecture and Advocacy Series on HIV Basics and Stigma Reduction to PCGH employees (Medical and Non-Medical Employees) | Friday, March 22, 2024 | Buffet (Full buffet set up) | 30 |
| PCGH | Free cervical cancer screening such as papsmear and colposcopy (Menopausal Program) | Monday, March 25, 2024 | AM Snack (Packed meal) | 70 |
| PCGH | Lectures which will assist patients in understanding and management of their menopausal signs and symptoms (Menopausal Program) | Monday, March 25, 2024 | AM Snack (Packed meal) | 70 |
| PCGH | Lecture and Advocacy Series on HIV Basics for Lay People | Monday, March 25, 2024 | AM Snack (Packed meal) | 30 |

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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2024 Food Request for Trainings & Activities

| | | QTY | UOM | Unit Price | Total Cost |
|--------------|---|--------------|-----|------------|-------------------|
| 1 | AM Snack (Packed meal) 1 pasta (200 grams) ^p 2 layer sandwich choice of: tuna or clubhouse 500ml bottled water | 775 | pax | 150.00 | 116,250.00 |
| 2 | Lunch (Packed rice meal) 2 viands with choice of: pork, beef or fish 1 vegetable side dish 1 dessert choice of: buko pandan or mango tapioca 500ml bottled water | 780 | pax | 350.00 | 273,000.00 |
| 3 | PM Snack (Packed Meal) 1 Pancit Miki Bihon with Puto (200 grams) ^m 500ml bottled water | 70 | pax | 150.00 | 10,500.00 |
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| TOTAL | | 1,655 | | | 420,750.00 |

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.

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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), 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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