



REQUEST FOR QUOTATION

Date: 19 March 2024

RFQ No.: **100-24-02-468**

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 Infrastructure Audit Team Meetings – Building Official** with an Approved Budget for the Contract (ABC) of **Php 208,000.00**, 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 PACKS						
1	Food Packs <ul style="list-style-type: none">- Food for 65 member of infrastructure Audit Team for Monthly Meetings / Updating for 8 Meetings within 2024.- Meal Requirements: For Lunch: 3 main dishes: fish / chicken / pork, vegetables, rice, dessert and drinks	520	packs	400.00	208,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		208,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.							

TERMS OF REFERENCE

Technical Specifications

<i>Activity Title</i>	CONDUCT OF MEETINGS OF THE PASIG CITY INFRASTRUCTURE AUDIT TEAM
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Estimated Number of Participants	NUMBER OF MEETINGS	Unit Cost	Total Estimated Budget
65 Participants	8	400 / pax	Php208,000.00

BUDGET			
NO.	MONTH OF ACTIVITY	DESCRIPTION	Total
1	APRIL 2024	Heavy Lunch: - Chicken - Pork - Fish - Vegetable - Pasta - Plain Rice - Dessert - Soda / Juice – 330ml Total Lunch = 65 pax	65 pax x Php400.00 = Php.26,000.00
2	MAY 2024	Heavy Lunch: - Chicken - Beef - Fish - Vegetable - Pasta - Plain Rice - Dessert - Soda / Juice – 330ml Total Lunch = 65 pax	65 pax x Php400.00 = Php.26,000.00
3	JUNE 2024	Heavy Lunch: - Beef - Chicken - Seafood / Fish - Vegetable	65 pax x Php400.00 = Php.26,000.00



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		<ul style="list-style-type: none"> - Noodles - Plain Rice - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	
4	JULY 2024	<p>Heavy Lunch:</p> <ul style="list-style-type: none"> - Chicken - Pork - Fish - Vegetable - Pasta - Plain Rice - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	65 pax x Php400.00 = Php.26,000.00
5	SEPTEMBER 2024	<p>Heavy Lunch:</p> <ul style="list-style-type: none"> - Beef - Chicken - Seafood / Fish - Vegetable - Noodles - Plain Rice - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	65 pax x Php400.00 = Php.26,000.00
6	OCTOBER 2024	<p>Heavy Lunch:</p> <ul style="list-style-type: none"> - Chicken - Pork - Seafood - Vegetable - Pasta - Plain Rice - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	65 pax x Php400.00 = Php.26,000.00
7	NOVEMBER 2024	<p>Heavy Lunch:</p> <ul style="list-style-type: none"> - Beef - Chicken - Seafood / Fish - Vegetable - Noodles - Plain Rice 	65 pax x Php400.00 = Php.26,000.00



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		<ul style="list-style-type: none"> - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	
8	DECEMBER 2024	<p>Heavy Lunch:</p> <ul style="list-style-type: none"> - Chicken - Pork - Fish - Vegetable - Pasta - Plain Rice - Dessert - Soda / Juice – 330ml <p>Total Lunch = 65 pax</p>	65 pax x Php400.00 = Php.26,000.00
		TOTAL	Php208,000.00

Package: Food served on a plastic container per menu with plastic utensils, and packed on a brown carton box.

Delivery Terms: In coordination with the winning supplier. Food Packs to be delivered at the OBO Conference Room, located at the 6th Floor, Pasig City Hall, at around 11:00 in the morning per scheduled meeting.

Payment terms: Quarterly (June, September and December 2024) – 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.
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- 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), 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.

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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

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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