



## REQUEST FOR QUOTATION

Date: 28 March 2024

RFQ No.: **100-24-03-550**

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 the Complete Task Work (CSW) Training – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 759,550.00**, 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
1	<b>Packed Meals (PM Snack),</b> Packed PM Snacks - Choice of Sandwich/noodle dish with bread or Filipino merienda - With 350ml bottle of drinking water - With disposable utensils - In disposable packaging	460	packs	160.00	73,600.00		
2	<b>Packed Meals (Breakfast, Lunch, Dinner),</b> Packed Full Meal (Breakfast/Lunch/Dinner) - With one (1) rice and one (1) viand (chicken/pork/beef/fish) - For breakfast, one (1) rice and one (1) viand (chicken/pork/beef/fish), or any SiLog meal - With one (1) 350ml bottled water - With disposable utensils - In disposable packaging	1590	packs	205.00	325,950.00		
3	<b>Cocktail Buffet Set Up,</b> <b>Inclusions:</b> - Assortment of at least four (4) types of sweets and four (4) types of savory finger food - With free-flowing water, juice, and coffee - Complete set up with staff, tables, chairs, cutlery and other utensils	300	pcs	500.00	150,000.00		
4	<b>Full Buffet Set Up,</b> <b>Breakfast:</b> - Choice of any Sandwich; or any Rice Meals (Chicken, Pork,	140	pax	1,500.00	210,000.00		

<p>Beef); Selection of fresh fruits; Traditional Filipino coffee or hot chocolate.</p> <p><b>Lunch:</b> - Choice of two (2) viands (Chicken, Pork, Beef), one (1) vegetable, one (1) soup, and rice; at least 100g/dish per guest; dessert (not messy), drinks (iced tea)</p> <p><b>PM Snacks:</b> - Choice of any one (1) noodle/pasta, with any one (1) bread on the side, or any Filipino merienda with drinks</p> <p><b>Inclusions:</b> - Complete Managed Buffet set up or Chafing Dish Set Up - With utensils, plates, drinking glasses - With bottomless drinking water (cold and tap), served in a pitcher, during the entire event - With table napkin - Free-flowing coffee and/or tea, and hot and cold water</p> <p><b>*Please see attached Terms of Reference for staggered delivery dates and other important details.</b></p>									
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>	<b>Total</b>	<b>759,550.00</b>		<p><b>DELIVERY TERM:</b> Please refer to the Terms of Reference.</p>					

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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**TERMS OF REFERENCE**

Activity	Date of Activity	Number of Pax	Meal Type	Venue
Commission on Audit (COA) Exit Conference	April 11, 2024	60	Full Meal Buffet Type	People's Hall
Complete Staff Work (CSW) Training-Writershop (2 batches)	April 18, 2024 (40pax) April 19, 2024 (40pax)	80	Full Meal Buffet Type	11 <sup>th</sup> Flr. Revolving Tower
Mutya ng Pasig				
Screening of Candidates	April 13, 2024	300 pax	<b>PACKED MEAL:</b> Breakfast – 570 pax Lunch – 700 pax PM – 460 pax Dinner – 320 pax	Tanghalang Pasigueño
Sashing and Presentation	April 20, 2024			Rainforest Park
Pictorial of Candidates	May 4, 2024			Revolving Tower
GAD Seminar/Training	May 31, 2024			Tanghalang Pasigueño
Pasarela Training and Q&A	June 14, 2024			
Rehearsal for Pre-Pageant	June 18, 2024			
Preliminary Pageant Night	June 22, 2024			
Grand Coronation Night	June 29, 2024	300 pax	Buffet-Type (Cocktail Buffet)	




**MEAL REQUIREMENTS**

- **Full Meal Buffet Set Up**  
 All meals should be in a Managed Buffet Set-up/Chafing Dish Set-up, with complete metal utensils, plates, and drinking glasses, with Bottomless purified drinking water (cold and tap), served in a pitcher, during the entire event, and table napkins.
  - **Breakfast** - Choice of any Sandwich; of any Rice Meals (Chicken, Pork, Beef); Selection of Fresh Fruits; Traditional Filipino coffee or hot chocolate.
  - **Lunch** - Choice of 2 viands (Chicken, Pork, Beef), Vegetable, one (1) soup, and Rice; At least 100g/dish per guest; Dessert (Not messy), Drinks (Iced Tea)
  - **PM Snacks** – Choice of Any pasta with any bread on the side, or any Filipino Merienda, with drinks  
 Serving time are as follows:  
 Breakfast – 08:00 AM  
 Lunch – 11:45 AM  
 PM Snack – 03:00 PM
  - Free flowing, Coffee and/or Tea, and Hot and Cold Water.
- **Cocktail Buffet Set Up** – Assortment of at least four (4) types of sweet and four (4) types of savory finger food; with free-flowing water, juice, and coffee; complete set-up with staff, tables, chairs, cutlery and other utensils.
- **Packed Meals and Snacks** - Packaging should be in a microwaveable container, with disposable spoon and fork included, with 350ml bottled water included.
  - **Breakfast** - Choice of any Rice Meals – 1 viand (Chicken, Pork, Beef, or Fish) and rice, or any SiLog Meals;
  - **Lunch** - Choice of any Rice Meals – 1 viand (Chicken, Pork, Beef, or Fish) and rice
  - **PM Snacks** – Choice of sandwich/noodle dish with bread or Filipino Merienda.
  - **Dinner** – Choice of any Rice Meals – 1 viand (Chicken, Pork, Beef, or Fish) and rice

<p><b>PAYMENT TERMS:</b></p> <ul style="list-style-type: none"> <li>• The City Government shall provide payment to the Supplier after completing all necessary documents required for liquidation.</li> <li>• The City Government shall not provide advance payment or any payment made prior to the delivery and acceptance of goods shall be made to any Supplier.</li> <li>• Payment must only be made after the appropriate inspection and acceptance procedures, as mandated by existing government rules and regulations, have been complied with by the procuring entity.</li> <li>• Payment must be made in accordance with the prevailing accounting and auditing rules and regulations.</li> </ul>
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<p><b>TERMS AND CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>• The Supplier shall deploy catering staffs to assist at each event.</li> <li>• The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.</li> <li>• When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Catering service, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.</li> <li>• The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.</li> </ul>
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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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