



## REQUEST FOR QUOTATION

Date: 03 April 2024  
RFQ No.: **100-24-01-302**

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 of Nursing Service Training and Seminar – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 247,000.00**, 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
1	<b>Light Packed Meal (Breakfast),</b> 2 viands - 1 plain/garlic rice - 1 bottled water (350ml) - Coffee, Hot Water, Cup & Stirrer	260	pax	350.00	91,000.00		
2	<b>Heavy Packed Meal (Lunch/Dinner),</b> 2 viands with side dish - 1 plain rice - 1 dessert - 1 bottled water (350ml)	260	pax	400.00	104,000.00		
3	<b>Heavy Snack,</b> 1 main snack - 1 bottled water (350ml)	260	pax	200.00	52,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>247,000.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

# TERMS OF REFERENCE

## A. PROCUREMENT TITLE

Food provision of Pasig City Children's Hospital Nursing Service Office (PCCH-NSO) in-service trainings and other related activities covering period for the calendar year 2024.

## B. LOCATION

Pasig City Hall, E. Caruncho Avenue, Barangay San Nicholas, Pasig City

## C. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – Pasig City Children's Hospital Nursing Service Office

## D. APPROVED BUDGET OF THE CONTRACT

The ABC for the procurement under this term of reference food provision of Pasig City Children's Hospital Gender and Development and other related activities covering s covering period of January to December 2024 is **TWO HUNDRED FORTY-SEVEN THOUSAND PESOS (247,000.00)**

## E. PROJECT DESCRIPTION

The procurement for food provision of PCCH Nursing Service trainings and other planned activities covers the period of calendar year 2024.

## QUALIFICATIONS OF PROVIDER

- Provider and staff should have been vaccinated and has Health Certificate as compliance
- Meals should be served warm, properly packed and should have agreeable portion. Light packed meals and Heavy Snack - should be place in an approximately 750mL with 2 divider microwaveable container. Heavy Packed Meals – should be place in an approximately 1,200mL with 3 or 4 division microwaveable container.
- Claims: the provider will cover medical expenses for any illness/complains related to food consumption


## G. TERMS AND CONDITIONS FOR CONTRACT OF SERVICE


1. The Supplier shall bind itself to the following:
  - 1.1. The agreed upon food items to be served taking into consideration the type of food, the quality of the food items and all other provisions stated in this contract
  - 1.2. The agreed upon support staff needed in the preparation and delivery or transportation of the food items.
  - 1.3. The agreed upon supplies and materials in the delivery, provision, presentation, and disposal of the ordered food items.
  - 1.4. The agreed upon documents for submission including those for payments, monitoring and performance evaluation.
2. Bear all expenses in the purchase, preparation and cost of cooking the meals/snacks, etc. to be served in the training venue/site concerned and other designated areas.
3. Must have their office open for business from 6:00 a.m. to 6:00 p.m. during weekdays and at such other times/days.
4. Provide adequate, efficient and reliable operation and under satisfactory and sanitary conditions at all times;

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5. Prepare and serve a variety of Filipino/Continental dishes to include appetizers, snacks/merienda, desserts, pastries, etc. which are economical, nutritious, tasty, safe and clean.
6. Provide meals and snacks during conference/meetings/trainings exclusively from itself but choices of menu/dishes shall be the discretion of the Requisitioning/ Ordering Office.
7. Allow PCCH-NSO authorized representatives to inspect prices, facilities, equipment and premises at any time during business hours for the duration of the effectivity of the Contract to ensure satisfactory and courteous service, and safe, sanitary and clean facilities in the entire area (kitchen, stockroom, and its immediate premises).
8. Have a mutual agreement with PCCH-NSO that, from time to time each or both shall conduct surveys to determine whether the supplier satisfy the Needs of trainees/employees, and that periodic dialogues shall be held between and/or among the Food Service, Provider/ Supplier, PCCH –GAD and its employees to further improve the services.
9. When an activity has been rescheduled or cancelled, the concerned office through its Administrative Officer, AO Designate, or Authorized Representative, reserves the right to cancel the supplier upon formal notice (written, email, or via SMS) to the Provider within 48 Hours prior to the start of the training. In such case PCCH-NSO has no obligation to pay the supplier the amount corresponding to the cancelled supplier.
10. In the event that a certain participant/s has asked for special food provision due to allergy and medical condition / dietary restriction / religious restrictions, the supplier should be able to supply their meal requirements as long they are notified within 24 hours from the expected time of delivery.

## F. DELIVERY TERMS

### 1. TRAINING SCHEDULE

1.1 Date and Time of Delivery will be based on event/training schedule

<b>April 26, 2024</b>	<i>Safety Training for Nursing Attendant and Institutional Workers</i>
May 24, 2024	<i>Medication Computation and Drug Administration for Pediatric patients</i>
June 14, 2024	<i>Introduction on Basic Anti-Microbial Stewardship</i>
Sept 18, 2024	<i>Fundamentals on Pediatric and Neonatal Resuscitation for Staff Nurses Re</i>
July 16, 2024	<i>Basic Life Support for Nurses Batch 1</i>
Aug 16, 2024	<i>Basic Life Support for Nurses Batch 2</i>
Oct 16, 2024	<i>Nurses' Week Celebration</i>

\*in case of changes or cancellation of training, the supplier must inform within 72 Hours prior to the start of the training

1.2 Meal should arrive on time

Breakfast at 8:00 am – not later than 9:00 am

Lunch at 11:00 am – not later than 12:00 pm

Snacks at 2:00 pm – not later than 3:00 pm


### 2. TRAINING SITE


2.1 Upon delivery of the Concessionaire to the Training/Event Site, the Concessionaire shall notify the PCCH Authorized Representative and present delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Training/Event site.

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**G. DELIVERY SITE**

**TRAINING**

Delivery site shall be the training venue, Alcalde Jose St, Kapasigan Pasig City or to where the said training/event shall take place between 8:00 am – 5:00 pm

**F. PAYMENT TERMS**

1. Supplier may request payment based on each successful delivery per seminar conducted.
2. Supplier must submit request letter to the Mayor’s Office requesting for partial payments of delivered foods including the attachments of delivery receipt, SOA / billing statement. of delivery receipt, SOA / billing statement.




**REQUIREMENTS / SPECIFICATIONS:** The Food provision of PCCH Nursing Service training and seminar, and other related activities covering period of calendar year 2024 and shall be compliant with the preferred items below:

ITEM NO.	ITEM DESCRIPTION	QUANTITY	ESTIMATED COST
1.	<b>Light Packed Meal (Breakfast)</b> - 2 viands - 1 plain/ garlic rice - 1 bottled water (350mL) - Coffee, Hot Water, Cup & Stirrer	260	350.00 (91,000.00)
2.	<b>Heavy Packed Meal (Lunch/ Dinner) – for Training</b> - 2 viands with side dish - 1 plain rice - 1 dessert - 1 bottled water (350mL)	260	400.00 (104,000.00)
3.	<b>Heavy Snack</b> - 1 main snack - 1 bottled water (350mL)	260	200.00 (52,000.00)
<b>TOTAL</b>			<b>Php 247, 000.00</b>

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> )

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- **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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- 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.

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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