



## REQUEST FOR QUOTATION

Date: 03 April 2024  
RFQ No.: **100-24-03-499**

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 Safe Spaces: A Two-Day Seminar on Promoting Respectful Work Environments and Preventing Harassment – Pasig City Science High School** with an Approved Budget for the Contract (ABC) of **Php 106,250.00**, 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>Food, AM Snack,</b> pasta and bottled water	250	packs	125.00	31,250.00		
2	<b>Food, Packed Lunch</b> steamed rice, fried chicken and bottled water	250	packs	175.00	43,750.00		
3	<b>Food, PM Snacks</b> sandwich and soda	250	packs	125.00	31,250.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>106,250.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

## TERMS OF REFERENCE

### FOOD PROVISION FOR PASIG CITY SCIENCE HIGH SCHOOL'S SEMINAR FOR EMPLOYEES: “SAFE SPACES: A TWO-DAY SEMINAR ON PROMOTING RESPECTFUL WORK ENVIRONMENTS AND PREVENTING HARASSMENT”

#### I. RATIONALE

The “Safe Spaces seminar is a heartfelt initiative aimed at nurturing a workplace environment where every member of our school community feels valued, respected, and safe. We recognize that fostering a culture of respect and inclusivity is not just about complying with policies—it’s about embodying our values and caring for each other’s well-being. Through this seminar, we’re not only providing essential education and training on preventing harassment and abuse, but we’re also creating a space for open dialogue, empathy, and mutual support.

Together, we’re standing up for each other, celebrating our diversity, and committing to a workplace culture where everyone can prosper. By addressing these important issues proactively, we’re not only protecting our organization’s reputation but also nurturing a sense of belonging and camaraderie among our team members. Through education, awareness, and collective action, we’re building a stronger, more compassionate workplace, one where everyone can feel proud to contribute and grow.

#### II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Event dates : April 18, 2024 (whole day); 8:00 AM – 5:00 PM  
April 19, 2024 (whole day); 8:00 AM – 5:00 PM

Location/Venue of Activity : Pasig City Science High School  
Number of Participants : 125 pax for two (2) days

The service provider for the provision of food and drinks must be able to provide the following requirements:

##### 1. Meals


##### A. Day 1 (125 pax)


- AM SNACK (Packed Meal) delivered at 8:00 AM  
Variety of bread and pasta or noodles, juice, bottled water, plastic utensils

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- LUNCH (Packed Meal) delivered at 11:30 AM  
Rice, 1 viand with combination of any vegetable, bottled water, plastic utensils
- PM SNACKS (Packed Meal) delivered at 2:30 PM  
Variety of bread and pasta or noodles, juice, bottled water, plastic utensils
  
- **Day 2 (125 pax)**
- AM SNACK (Packed Meal) delivered at 8:00 AM  
Variety of bread and pasta or noodles, juice, bottled water, plastic utensils
  
- LUNCH (Packed Meal) delivered at 11:30 AM  
Rice, 1 viand with combination of any vegetable, bottled water, plastic utensils
- PM SNACKS (Packed Meal) delivered at 2:30PM  
Variety of bread and pasta or noodles, juice, bottled water, plastic utensils

**Other Conditions:**

- Foods are fresh or newly cooked and delivered warm

**Other Requirements:**

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must be willing to provide services on send-bill arrangement
- Price quotation should be inclusive of 12% VAT and all other applicable taxes and charges.


**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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