



REQUEST FOR QUOTATION

Date: 09 April 2024
RFQ No.: **100-24-03-565**

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 RELEASING OF LOCAL SENIOR PENSION – OFFICE OF SENIOR CITIZEN AFFAIRS** with an Approved Budget for the Contract (ABC) of **Php 495,000.00**, 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.

Item No.	ITEM DESCRIPTION	QTY	UOM	APPROVED BUDGET		PRICE OFFER	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Packed Meal (Lunch), -20DAYS PACKED LUNCH -CHOICE OF (MEAT AND VEGETABLES) WITH SET OF PLASTIC UTENSIL AND 250ML BOTTLE WATER	1500	pcs	180.00	270,000.00		
2	Packed meals, -20DAYS PACKED BREAKFAST -CHOICE OF SILOG MEALS WITH SET OF PLASTIC UTENSILS AND 250ML BOTTLE WATER	1500	packs	150.00	225,000.00		
GRAND TOTAL COST		IN FIGURES		PHP 495,000.00			
		IN WORDS		FOUR HUNDRED NINETY-FIVE THOUSAND PESOS			

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.

Note: Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

PRICE OFFER: Unit and Total Prices shall be rounded off up to **two (2)** decimal places.

VALIDITY OF OFFER: Within ninety (90) calendar days from the date of opening of quotations.

DELIVERY TERM: Please refer to the Terms of Reference.



TERMS OF REFERENCE

for

DSWD SOCIAL PENSION

SOURCE OF FUNDS: General Fund of City Government of Pasig

I. Venue and Date of Events

Title: RELEASING OF DSWD SOCIAL PENSION

ACTIVITY TITLE	MEALS FOR RELEASING OF DSWD SOCIAL PENSION
BUDGET ACCOUNT CODE	5-02-99-990

DATE OF ACTIVITY	ESTIMATED NUMBER OF PAX	NUMBER OF DAYS	TOTAL ESTIMATED BUDGET
APRIL 22-30 2024 8:00AM-4:00PM	75 PAX PER DAY	20DAYS FOOD	495,000.00
SEPTEMBER 09-30, 2024			

MEALS REQUIREMENT FOR PACKED LUNCH
<ul style="list-style-type: none">• Plastic Utensils• 250ML Bottled Water• CHOICE OF (MEAT AND VEGGIES)

MEALS REQUIREMENT FOR PACKED BREAKFAST
<ul style="list-style-type: none">• Plastic Utensils• 250ML Bottled Water• CHOICE OF (SILOG MEALS AND SANDWHICH)

II. SCHEDULE OF DELIVERY


DATE	TIME OF DELIVERY OF BREAKFAST	TIME OF DELIVERY OF LUNCH	NO. OF PAX
APRIL 22, 2024	8:00AM	11:00AM	75
APRIL 23, 2024	8:00AM	11:00AM	75
APRIL 24, 2024	8:00AM	11:00AM	75
APRIL 25, 2024	8:00AM	11:00AM	75
APRIL 26, 2024	8:00AM	11:00AM	75
APRIL 29, 2024	8:00AM	11:00AM	75
APRIL 30, 2024	8:00AM	11:00AM	75


DATE	TIME OF DELIVERY OF BREAKFAST	TIME OF DELIVERY OF LUNCH	NO. OF PAX
SEPTEMBER 9, 2024	8:00AM	11:00AM	75
SEPTEMBER 10, 2024	8:00AM	11:00AM	75
SEPTEMBER 11, 2024	8:00AM	11:00AM	75
SEPTEMBER 12, 2024	8:00AM	11:00AM	75
SEPTEMBER 13, 2024	8:00AM	11:00AM	75
SEPTEMBER 16, 2024	8:00AM	11:00AM	75
SEPTEMBER 17, 2024	8:00AM	11:00AM	75
SEPTEMBER 18, 2024	8:00AM	11:00AM	75
SEPTEMBER 19, 2024	8:00AM	11:00AM	75
SEPTEMBER 20, 2024	8:00AM	11:00AM	75
SEPTEMBER 23, 2024	8:00AM	11:00AM	75
SEPTEMBER 24, 2024	8:00AM	11:00AM	75
SEPTEMBER 25, 2024	8:00AM	11:00AM	75

III. AREA OF DELIVERY
- PASIG CITY QUADRANGLE

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

IV. Delivery and Payment Term

Payment will be made after the last schedule delivery and based on actual number of packed meals provided

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:

1. **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.
2. **PhilGEPS Registration Number**
3. **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:
 - 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.
 - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
4. Accomplished and notarized **Omnibus Sworn Statement** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
5. **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.

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



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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)

