



REQUEST FOR QUOTATION

Date: 19 April 2024
RFQ No.: **100-24-02-568**


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 – PERSONS WITH DISABILITY AFFAIRS OFFICE** with an Approved Budget for the Contract (ABC) of **Php 525,000.00**, 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	Food packs Lunch Inclusions: (2) Main Dish (1) Sandwich (1) Steamed White Rice (1) Dessert (1) 500ml bottled water (1) Apple juice (250ml) (1) Set of Plastic utensils Plastic Container with 3 compartments	1,050	Packs	400.00	420,000.00		
2	Catering and Services with Decorations (Lunch) Inclusions: 2 Main Dish 2 Dessert 1 Steamed White Rice 1 Soup 1 Appetizer Free flowing coffee and hot chocolate	150	pax	700.00	105,000.00		
GRAND TOTAL COST		IN FIGURES		PHP 525,000.00			
		IN WORDS		FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS			
The Project shall be awarded as One Project having several items that shall be awarded as one contract.							

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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
Angel's Walk, Happy Walk and World Autism Awareness Day

SOURCE OF FUNDS: General Fund of City Government of Pasig

VENUE AND DATE OF EVENT

TYPE OF ACTIVITY	DATE OF IMPLEMENTATION	QTY.	UNIT/ DESCRIPTION	AMOUNT
Women with Disability Day	May 23, 2024	150	Catering and Services with Decoration	105,000.00
Angel's Walk Happy Walk World Autism Awareness Day	May 20 , 2024	750	Food Packs	300,000.00
World kidney day	May 17,2024	300	Food Packs	120,000.00

Activity: Women with Disability Day

VENUE: Tanghalan Rizal

Time:

- **Preparation: 6:00 AM**
- **Serving: 11:30 AM**
- **End of Activity: 2:00 PM**

SPECIFICS

Catering and Services with Decoration

1 Soup

- Corn Soup

1 Appetizer

- Sliders

1 Steamed White Rice

2 Main Dish

- Seafoods Casserole
- Flavored Chicken Wings

2 Dessert

- Assorted Fruit
- Buko Salad



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Activity: Angel Walk, Happy Walk and World Autism Awareness Day

VENUE: Rainforest Adventure Water Park (Amphitheater)

Time:

- **Delivery Time: On or Before 8:30 AM**
- **End of Activity: 10:00 am**
- **SPECIFICS**
- **Food Packs**

Food will be catered and will be delivered at the venue. Below are the package inclusions:

Lunch

- Sandwich: Hotdog Sandwich
- Main dish: chicken Lollipop with sauce and Creamy Beef Mushroom
- Steamed Rice
- Dessert: Brownies
- Bento Box plastic with 3 compartments
- Set of Plastic Utensils
- Bottled Water (500ml)
- Apple Juice (250ml)

Activity: World Kidney Day

VENUE: Persons with Disability Affairs office

Time:

- **Delivery Time: Before 8:30 AM**
- **End of Activity: 10:00 am**
- **SPECIFICS**
- **Food Packs**
- Food will be catered and will be delivered at the venue. Below are the package inclusions:

Lunch

- Sandwich: Club House
- Main dish: Steamed Chicken Breast fillet
- Steamed White Rice
- Dessert: Brownies
- Bento Box plastic with 3 compartments
- Set of Plastic Utensils
- Bottled Water (250ml)

DELIVERY TERM

The delivery shall be on the date of the implementation







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>)

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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.

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)

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