



REQUEST FOR QUOTATION

Date: 22 April 2024
RFQ No.: **100-24-02-366**

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 – SK PRESIDENT OFFICE** with an Approved Budget for the Contract (ABC) of **Php 135,000.00**, 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	LUNCH (Packed Meal), FOR SK CHAIRMAN REGULAR SESSIONS FOR MAY TO OCTOBER EVERY 3RD THURSDAY OF THE MONTH	180	packs	250.00	45,000.00		
2	Packed Lunch, FOR SK CHAIRMAN SPECIAL/ EMERGENCY SESSIONS FOR MAY TO OCTOBER	180	packs	250.00	45,000.00		
3	Packed Meal (Lunch), FOR SK OFFICERS REGULAR SESSIONS FOR MAY TO OCTOBER EVERY 1ST FRIDAY OF THE MONTH	180	packs	250.00	45,000.00		
GRAND TOTAL COST		IN FIGURES		PHP 135,000.00			
		IN WORDS		ONE HUNDRED THIRTY-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
PR No. 100-24-02-366**

For SK Federation Office Sessions Packed Meals:

- I. Details of the Events:**
- a. SK Officers Regular Sessions for May to October every 1st Friday of the month
 - b. SK Chairman Regular Sessions for May to October every 3rd Thursday of the month
 - c. SK Chairman Special/ Emergency Sessions for May to October
 - d. Venue: Pasig City Hall
- II. Conditions:**
- a. Each packed meal shall be packed in a disposable meal box with division and hinged closure.
 - b. Proposed Packed Meals (Lunch)
 - Beef Caldereta with rice and Leche plan with 350ml bottled water
 - Kare kare Lechon Kawali with rice and Almond buko jelly with 350ml bottled water
 - Pork Hamonado with rice and Buko pandan with 350ml bottled water
 - Beef Salpicao with rice and mango tapioca with 350ml bottled water
 - Cordon Bleu with rice and Melon Tapioca with 350ml bottled water
 - Pork tonkatsu with rice and buko pandan with 350ml bottled water
 - Sisig with rice and leche plan with 350ml bottled water
 - Fish fillet with rice and Fruit salad with 350ml bottled water
 - Chicken pastel with rice and Coffee jelly with 350ml bottled water
 - Rellenong Bangus with rice with 350ml bottled water
 - Chicken Inasal with rice with 350ml bottled water
 - 2 pcs BBQ pork with rice and Almond Buko lychee with 350ml bottled water

III. Delivery Time

Meal Requirement	Delivery Time	Quantity
Lunch	11:00 AM	30 packs/ month x 6 months = 180 packs (every 1 st Friday of the month)
Lunch	11:00 AM	30 packs/ month x 6 months = 180 packs (every 3 rd Thursday of the month)
Lunch	11:00 AM	30 packs/ month x 6 months = 180 packs (emergency sessions)

IV. Delivery Place

The packed meals need to be delivered at the event place, to be communicated by the end-user, at least three (3) days before the event, if the venue is not stipulated here in.


- V.** In case of changes of any schedule, end-user will inform the supplier of any change.


VI. Terms of Payment: Monthly

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:

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



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

 pasigcity.gov.ph

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.

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

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



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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)

