



REQUEST FOR QUOTATION

Date: 24 April 2024
RFQ No.: 100-24-04-590


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 AND SUPPLY AND DELIVERY OF PERSONALIZED POLO SHIRT AND ADVOCACY SHIRT – CITY HEALTH OFFICE** with an Approved Budget for the Contract (ABC) of **Php 503,500.00**, 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.

| | | | | | APPROVED BUDGET | | PRICE OFFER | |
|----------|--|--|------|------|---|------------|-------------|------------|
| ITEM NO. | ITEM DESCRIPTION | BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small> | QTY | UOM | UNIT COST | TOTAL COST | UNIT COST | TOTAL COST |
| | LOT 1 FOOD PROVISION | | | | | | | |
| 1 | Snacks, Noodles dish with bread/kakanin, 500ml bottled water | | 1490 | pack | 150.00 | 223,500.00 | | |
| 2 | Lunch, Rice, 2 meat/fish viands, vegetable viand, dessert, 500ml bottled water | | 200 | pack | 350.00 | 70,000.00 | | |
| | TOTAL COST | IN FIGURES | | | PHP 293,500.00 | | | |
| | | IN WORDS | | | TWO HUNDRED NINETY-THREE THOUSAND FIVE HUNDRED PESOS | | | |
| | LOT 2 PRINTING OF POLO SHIRT | | | | | | | |
| 3 | Personalized Collared Polo Shirt with Embroidery, Material: Honeycomb (good quality and breathable fabric); 1x1 rib flat knitted collar; double needle sleeve and bottom hem; Neck tape; 2-button placket -Print: With embroidery print Logo of Lungsod ng Pasig Umaagos and Pag-asa (front side) and ANTI-SMOKING APPREHENDING OFFICER Text (back side-color White) and logo heat press -Color: Navy Blue | | 200 | pcs | 800.00 | 160,000.00 | | |

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| | | | | | | | | |
|---|--|-------------------|-----|-----|---------------------------------------|-----------|--|--|
| | -Quantity per size: S-20, M-40, S-80, XL-40, 2XL-10, 3XL-10 | | | | | | | |
| 4 | Advocacy Shirt with Print, Customized T-shirt: Personalized Round Neck T-shirt, with print at both sides. -Texture: 100% pure cotton with 210-220 gsm -Type: Round neck Seamless Rib Collar, double-needle sleeve and bottom hem -Print: Heat Press printing. Dishwasher safe. Durable. -With customized print (front side) logo 50th Nutrition Month -Color: Baby Pink -Quantity per size: S-10, M-30, L-30, XL-20, 2XL-10 NOTE: See attached TOR. | | 100 | pcs | 500.00 | 50,000.00 | | |
| TOTAL COST | | IN FIGURES | | | PHP 210,000.00 | | | |
| | | IN WORDS | | | TWO HUNDRED TEN THOUSAND PESOS | | | |
| The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot. | | | | | | | | |
| 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. | | | | | | | | |

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

TERMS OF REFERENCE

A. PROCUREMENT TITLE

Food provision of Health Education and Promotion Office for lectures, recognition & city wide-health education activities.

B. PROPONENT AND IMPLEMENTING AGENCY

Department of Health Trust Fund – Pasig City Health Department – Health Education and Promotion Office

C. DELIVERY SCHEDULE

Date and time of delivery will be based on activity schedule.

Meal should arrive on time

AM Snacks at 8:00 am – not later than 9:00 am

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

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

D. DELIVERY SITE

Delivery site shall be where the said activity will take place. Venue & number of packs per activity will be coordinated to the winning bidder at least 1 day prior to the schedule.

E. TERMS OF PAYMENT

Processing of payment upon completion of delivery with acceptance and inspection report

F. REQUIREMENT/SPECIFICATIONS


| SCHEDULE | ACTIVITY | ITEM DESCRIPTION | QUANTITY |
|----------------------|-----------------------|---|----------|
| July & November 2024 | Recognition of PWUD's | <p>PM snacks -Choices of:</p> <p>Creamy ham & bacon carbonara, Pansit Canton, Penne Pesto pasta, Spaghetti & baked macaroni with 2 slices of bread or kakanin</p> <p>Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p> | 200 |
| August 2024 | National Lung Month | <p>AM Snacks -Choices of:</p> <p>Creamy ham & bacon carbonara, Pansit Canton, Penne Pesto pasta, Spaghetti & baked macaroni with 2 slices of garlic bread or kakanin</p> | 490 |


Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila


 PANAHOON NG PASIGUEÑO

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|----------------|--------------------------------|---|-----------------------|
| | | <p>Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p> | |
| September 2024 | World Environmental Day | <p>AM Snacks Baked Lasagna with 2 slices of toasted bread with butter -Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p>LUNCH -Chicken Pastel -Fish fillet with tartar sauce -Buttered vegetables w/ sweet corn -Rice -Mango Tapioca -Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p> | <p>200</p> <p>200</p> |
| October 2024 | Global Handwashing Celebration | <p>AM snacks -Choices of:</p> <p>Creamy ham & bacon carbonara, Pansit Canton, Penne Pesto pasta, Spaghetti & baked macaroni with 2 slices of bread or kakanin</p> <p>Bottled water 500 ml</p> <p>Packaging: Bento box with plastic lid cover</p> <p><i>Note: with cutlery and tissue</i></p> | 600 |

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TERMS OF REFERENCE

A. PROCUREMENT TITLE

Provision of Health Education and Promotion Office for General Assembly of Anti-Smoking apprehending officers & other stakeholders and other activities

B. PROPONENT AND IMPLEMENTING AGENCY

Department of Health Trust Fund - Pasig City Health Department- Health Education and Promotion Office

C. DELIVERY SCHEDULE/TERM

30 calendar days upon the Issuance of Notice to Proceed (NTP)

D. DELIVERY SITE

Delivery site shall be at Medical Depot, Pasig Mega Dialysis Center, PI Building, 280 Eusebio Avenue, San Miguel, Pasig City

E. TERMS OF PAYMENT

Processing of payment upon completion of delivery with acceptance and inspection report

F. REQUIREMENTS/ SPECIFICATIONS


The supplier should send the sample of customized shirt for approval of end-user


Please see attached pictures as your reference



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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.

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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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