



REQUEST FOR QUOTATION

Date: 07 May 2024
RFQ No.: **R1 100-24-04-598**


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 VARIOUS ACTIVITIES – CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE** with an Approved Budget for the Contract (ABC) of **Php 270,000.00**, 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	CAPACITY BUILDING ON ENFORCEMENT OF SMOKE/VAPE FREE ENVIRONMENT, BUFFET FOOD TYPE: 2 DISH WITH VEGGIE, SOUP AND DESSERT, DRINKS (ICE TEA OR WATER) WITH OVERFLOWING COFFEE MAY 21-22, 2024 DAY 1: AM SNACKS LUNCH PM SNACKS DAY 2: AM SNACKS LUNCH PM SNACKS MAY 27-28, 2024 DAY 1: AM SNACKS LUNCH PM SNACKS DAY 2: AM SNACKS LUNCH PM SNACKS	300	pax	600.00	180,000.00		

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	JUNE 17-18,2024 DAY 1: AM SNACKS LUNCH PM SNACKS DAY 2: AM SNACKS LUNCH PM SNACKS						
2	BARANGAY ACTION PLAN FOR SMOKING (30 BARANGAYS SB), BUFFET FOOD TYPE: 2 DISH WITH VEGGIE, SOUP AND DESSERT, DRINKS (ICE TEA OR WATER), WITH OVERFLOWING COFFEE JUNE 5-7,2024 DAY 1: AM SNACKS LUNCH PM SNACKS DAY 2: AM SNACKS LUNCH PM SNACKS DAY 3: AM SNACKS LUNCH PM SNACKS	150	pax	600.00	90,000.00		
GRAND TOTAL COST		IN FIGURES		PHP 270,000.00			
		IN WORDS		TWO HUNDRED SEVENTY 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 <i>two</i> (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

PROCUREMENT OF CATERING SERVICE FOR THE CAPACITY BUILDING ON ENFORCEMENT OF SMOKE/VAPE FREE ENVIRONMENT & BARANGAY ACTION PLAN FOR SMOKING C.Y. 2024

I. BACKGROUND/OBJECTIVE

The Capacity Building on Enforcement of Smoke/Vape Free Environment & Barangay Action Plan for Smoking C.Y. 2024 was developed to empower the smoke free policy enforcers of the local government units in the implementation of the respective ordinances within the jurisdiction of Pasig.

II. APPROVE BUDGET FOR THE CONTRACT

The approved budget for the contract catering service is Six Hundred Sixty Thousand Pesos (Php 660,000.00) inclusive of all applicable taxes, other related fees and charges, and all requirements specified in this Term of Reference.

III. DATE AND VENUE

The Anti-Smoking Task Force Meeting/seminar is scheduled on the following dates:

DATE	TIME	VENUE
Capacity Building on Enforcement of Smoke/Vape Free Environment MAY 21-22, 2024 May 27-28, 2024 June 17-18, 2024	8:00AM to 5:00M	To be announce (TBA)
Barangay Action Plan for Smoking C.Y. 2024 June 5-7, 2024		


VI. SCOPE OF WORK


- 1) Responsibilities of the supplier: - The supplier is responsible for provision of food and beverages for catering purposes including hot drinks (tea, coffee, chocolate etc.), soft drinks (fresh fruit juice, sodas, etc.), desserts (biscuits, cakes, etc.), hot & cold snacks as well as lunch meals for Deputize Enforcer and Barangay Personnel/Official as well as provision of food during meetings, trainings and workshop sessions organized within CENRO.
- 2) The contractor is requested to set-up, serve, dismantle and clean the catering stations, when requested.
- 3) The proposed time of the required service: Am Snack: from 9:30am Lunch: from 11:30 am to 3:30pm.
- 4) The supplier is also expected to designate personnel to provide desk to desk delivery for ordered beverages and meals directly to staff offices, if requested, as well as collecting back the used cutlery.
- 5) The supplier is responsible for the cleanliness of the venue (tables, chairs & floor), utensils and other equipment. The supplier personnel must keep the venue very clean and tidy at all times. The required minim hygiene standards are listed below.



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6) The supplier is also responsible for waste collection and disposal to allocated areas as per standards considering the environmental principals of waste collection and disposal.

7) The supplier should develop its own TORs to ensure that required catering services are provided in line with the responsibilities assigned above. The supplier is fully responsible for his employees' attitude, hygiene standard (including wearing gloves in the process of food preparation and service) which is complied with the agency law and regulations.

IV. TERMS AND CONBDITION

CRITERIA	DESCRIPTION			
FOOD and SERVICES	Availability			
	Date	Time	No. of Pax	Inclusions
	Capacity Building on Enforcement of Smoke/Vape Free Environment MAY 21-22, 2024 May 27-28, 2024 June 17-18, 2024 Barangay Action Plan for Smoking C.Y. 2024 June 5-7, 2024	8:00AM to 5:00M	50pax	Provider must present at least three (3) sets of menus for AM/PM snacks, lunch, and grazing label. AM Snacks - Sandwiches/pastries and chips with drinks Lunch - Menu should include a combination of at least two (2) viands (fish/seafoods, and chicken/beef/pork), one (1) vegetable dish, soup, appetizer, rice, dessert, and fruits PM Snacks - Pasta/Noodles and sandwich/bread with drinks
			Food Handling and Presentation/Banquet Set-up - Provide banquet set-up with choice linen, tableware, and complete cutlery. - Preparation of the banquet set-up/arrangement on the venue must be organized on the day before the event to avoid unnecessary delays. All tablecloths and linens must be presentable and well-ironed. All labels must be covered with full skirting. Table lay-out will be provided by the caterer.	

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			<ul style="list-style-type: none"> - The day's banquet set-up/arrangement and food to be served must be available before 8:00 a-m. - Kitchenware and/or appliance for food reheating or cooling shall be provided/shouldered by the caterer. - Vile the food set-up is buffet, dedicated waiter shall be assigned to attend the needs of the distinguished guests who shall be accorded plated since. - Provide at least four (4) stand-by waiters (including Head Waiter). One (1) dedicated waiter to be assigned to the VIP table. All waiters are required to provide service from 8:00 a.m. until 5:00 p.m. - Provider should strictly follow necessary health and safety measures (e.c., use of gloves, hair net, face masks, alcohol, and frequent washing of hands, etc.) to ensure the quality, safety and timeliness of the food and avoid health hazards. - Value for Money <ul style="list-style-type: none"> o Provide banquet set-up with choice linen, flower arrangement per table, tableware, and complete cutlery.
OTHER CONDITI ONS			<p>Proposal to include cost/head on guaranteed minimum order for 40 pax with extra provision up to 5 additional pax, head count may be subject to change provided it is within the approved budget.</p> <ul style="list-style-type: none"> - Actual head count may be subject to change provided that the actual date/s are confirmed at least five (5) days prior to the start of the

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				<p>program.) Quotation should be inclusive of all cost of applicable fees, taxes, and surcharges.</p> <ul style="list-style-type: none"> - Quotation should be valid within 30 days
				<ul style="list-style-type: none"> - In case of deferment of the event to a later date as instructed by the Management, CENRO can re-schedule the service accordingly with the following conditions: <ul style="list-style-type: none"> o Rescheduling a day before the original date of commencement of the program - In case of work suspension due to force majeure (i.e., typhoon, earthquake, flooding) CENRO can cancel the services of the caterer without cancellation or penalty fee with the following conditions: <ul style="list-style-type: none"> o Cancellation a day before the program. o Cancellation before 8.00 a.m. of the day of the program. - As part of the implementation of the Environmental Management System, to avoid necessary hazardous waste and to prevent damage to environment: <ul style="list-style-type: none"> o The Caterer is discouraged to use "Styrofoam/single-use plastic" for drinks and food container o In terms of disposal, the caterer is required to segregate/dispose of food leftover and other wastes generated (decorations, packaging materials, etc.) after the event.

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.

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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