



REQUEST FOR QUOTATION

Date: 09 May 2024
RFQ No.: **100-24-04-612**


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 PASIG FREE BIKE LESSONS – CITY TRANSPORT DEVELOPMENT AND MANAGEMENT OFFICE** with an Approved Budget for the Contract (ABC) of **Php 72,000.00**, 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	<p>Packed Food Snacks, PASIG FREE BIKE LESSONS</p> <ul style="list-style-type: none">- One (1) Saturday every month, 7:00am to 11:00am Exact date to be announced one (1) week before with final confirmation two (2) days before target event.- Participants: 50 persons every activity- Venue: Emerald Ave (F. Ortigas Jr. Ave.) <p>- Packed Snacks = Php 180.00/pax</p> <p>2nd Quarter = 100 pcs May = 50 pcs Jun = 50 pcs</p> <p>3rd Quarter = 150 pcs Jul = 50 pcs Aug = 50 pcs Sep = 50 pcs</p> <p>4th Quarter = 150 pcs Oct = 50 pcs Nov = 50 pcs Dec = 50 pcs</p> <p>TOTAL = 400 pcs</p>	400	pax	180.00	72,000.00		

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	(Staggered Payment every Quarter)					
	See Attached TERMS OF REFERENCE (TOR)					
GRAND TOTAL COST	IN FIGURES	PHP 72,000.00				
	IN WORDS	SEVENTY-TWO 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

I. Procurement of Packed Meals for the Active Transport Activities

II. Event: Pasig Free Bike Lessons

Date/Time: One Saturday every Month / 7:00 am to 11:00 am
(exact date to be Announced at least 1 week before)

Participants : 50 person every activity

Venue : Emerald Ave (F. Ortigas Jr. Ave)

III. Meal requirements:

	Q2 (May - Jun)	Q3 (Jul - Sep)	Q4 (Oct - Dec)	<u>TOTAL</u>
Packed Snacks Inclusion: Choice of Sandwich / Noodle Dish with Bread / Filipino Merienda. 500ml Bottled Water , Plastic Utensils, Disposable Packaging	Php 18,000.00	Php 27,000.00	Php 27,000.00	Php 72,000.00
Php 180/ pax	100pcs (50/month)	150pcs (50/month)	150pcs (50/month)	400

IV. Other Requirement

- a. Packed Snacks must be delivered by 8:00 am at the designated delivery location.
- b. The Supplier shall include paper table napkins, disposable utensils and bottled water (at least 500mL per bottle).
- c. The Supplier shall provide the food with reasonable care, skill and diligence. All goods supplied must be new, fresh and clean.
- d. The Supplier shall ensure that the packed meals and other utensils are clean and kept in a hygienic and proper manner at all times.
- e. When food items are found to be spoiled, unsatisfactory or otherwise failing to conform to the requirements stated in the Terms of Reference, the Supplier shall, at its own cost, remove, replace, and/or take proper corrective action to comply accordingly.
- f. The Supplier shall coordinate closely with the end user for any possible changes leading up to the event.

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- g. Final dates will be coordinated by the End User, The End User shall give the Supplier at least two (2) days advance notice at the latest for confirmation of schedule.
- h. The Supplier shall bring **original** copies of the Delivery Receipt and Billing Statement/Sales
- i. Invoice during each event to be signed by and turned over to the end user. Payment will be processed **quarterly**, specifically in the months of June, September, and December 2024.

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.**

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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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