

**REQUEST FOR QUOTATION**  
**Negotiated Procurement – Small Value Procurement**

Date: September 25, 2017

RFQ No.: 2017-09-064

The Pasay City Government – Pasay Social Welfare Department (PSWD), through its Bids and Awards Committee, intends to apply the sum of One Hundred Eighteen Thousand Five Hundred Pesos (Php 118,500.00) being the Approved Budget for the Contract (ABC) for the **Supply and Delivery of Food Supplies for Various Activities of the Pasay Social Welfare Department** chargeable against General Fund.

The Pasay City Government BAC now requests quotation for **Meals and Snacks** for the following activities:

**1. Community Based Life Skills Education for Out-of-School Children/Youth and Disadvantage Youth in Pasay City:**

Chargeable against General Funds under Youth Assembly Expense

AM Snacks, Lunch and PM Snacks for in nine (9) batches, 30 pax per batch on the following schedules and venues:

<u>Dates</u>	<u>Venues</u>
October 4, 2017	Barangay 172
October 5, 2017	Barangay 177
October 6, 2017	Barangay 178
October 11, 2017	Barangay 179
October 12, 2017	Barangay 183
October 13, 2017	Barangay 184
October 18, 2017	Barangay 190
October 19, 2017	Barangay 192
October 20, 2017	Barangay 201

**2. Self Employment Assistance of SEA – Kaunlaran Pangkabataan Project**

Chargeable against General Funds under Working Youth Program Expense

AM Snacks, Lunch and PM Snacks for in two (2) batches, 30 pax per batch on October 26 and 27, 2017 at the Press Room, Cuneta Astrodome, Pasay City.

See full descriptions below. Quotation received in excess of the ABC shall be automatically rejected at the opening of price quotations.

Please submit your duly signed quotations/proposals not later than September 29, 2017 at 10:00am for the item described above, subject to the Terms and Conditions provided with this Request for Quotation (RFQ).

A copy of your mayor's / business permit, PhilGEPS registration number, income/business tax return and omnibus sworn statement are also required to be submitted along with your quotation/proposal.

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Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2<sup>nd</sup> Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

Interested service provider may obtain further information from **Mr. Edwin V. David**, CSEE, Head - BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address: [bacsecpasay@gmail.com](mailto:bacsecpasay@gmail.com).



Atty. ~~DENNIS BERNARD N. ACORDA~~  
City Administrator / BAC Chairman

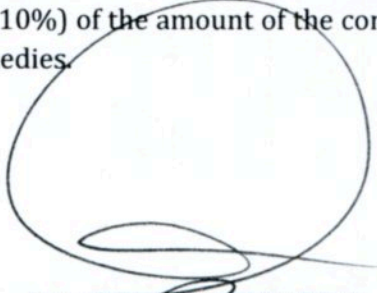


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**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/quotation(s) to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. Standards to be complied with:
  - a. Lunch and snacks will be served. Food to be catered should be of decent quality and properly prepared;
  - b. Lunch should be served at 11:30 AM and the afternoon snacks should be served at 2:30PM;
  - c. The caterer should be in the venue one hour before the start of the activity to give way for the preparation; and
  - d. Food that are found unsatisfactory and do not meet the standards prescribed must not be accepted and shall be replaced by the caterer.
8. Payment term as stated in the Purchase Order / Contract.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Pasay City Government may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies.

  
**Atty. DENNIS BERNARD N. ACORDA**  
City Administrator / BAC Chairman

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
<p><b>Supply and Delivery of Food Supplies for Various Activities of the Pasay Social Welfare Department</b> chargeable against General Fund</p> <p><b>1. Community Based Life Skills Education for Out-of-School Children/Youth and Disadvantage Youth in Pasay City</b></p> <p><b>Food and Snacks</b>  <b>October 4, 6, 12, 18 and 20, 2017</b>  <b>AM Snacks</b> - chicken sotanghon guisado, puto and bottled water  <b>Lunch</b> - steamed rice, fried chicken, mix vegetables, fruits in season and bottled water  <b>PM Snacks</b> - chicken sandwich and bottled water</p> <p><b>October 5, 11, 13, and 19, 2017</b>  <b>AM Snacks</b> - pancit guisado, puto and bottled water  <b>Lunch</b> - steamed rice, calderetang manok, buttered vegetables, fruits in season and bottled water  <b>PM Snacks</b> - spaghetti and bottled water</p> <p><b>2. Self Employment Assistance of SEA - Kaunlaran Pangkabataan Project</b></p> <p><b>Meals and Snacks</b>  <b>October 11, 2017</b>  <b>AM Snack</b> - spaghetti and bottled water  <b>Lunch</b> - steamed rice, pork steak, buttered vegetables, and bottled</p>	<p>30 pax x 5 batches</p> <p>30 pax x 4 batches</p> <p>30 pax</p>	<p>Php 118, 500.00</p>			



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Signature over Printed Name

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Office Telephone / Fax No.

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Mobile No.

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Email address/es