

REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement

Date: October 13, 2017

RFQ No.: 2017-10-084

The Pasay City Government – City Health Office, through its Bids and Awards Committee, intends to apply the sum of Ninety Thousand Pesos (Php 90,000.00) being the Approved Budget for the Contract (ABC) for the **Supply and Delivery of Food Supplies for Various Activities of the City Health Office** chargeable against General Fund.

The Pasay City Government BAC now requests quotation for **Food Supplies** for the following activities:

- 1. Pasay City Nutrition Committee (PCNC) Meeting:**
Lunch and Afternoon Snacks for 40 pax on November 17, 2017 at 11:00 – 4:00 PM at the Mayor's Office Conference Room
- 2. Mother's Classes or "Pabasa sa Nutrisyon (PSN):**
Snacks with drinks for 148 pax and Food item for cooking demonstrations for five meetings on December 4-8, 2017 at 1:00PM – 5:00PM at 24 barangays

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 October 17, 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.

Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2nd 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.



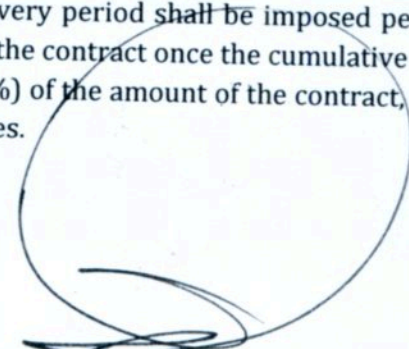
Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

Republic of the Philippines
CITY GOVERNMENT OF PASAY

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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. Food to be served should be decent quality and properly prepared
 - b. The caterer should be in the venue before the start of the activity to give way for the distribution
 - c. 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