



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all Philippine Government Electronic Procurement System (PhilGEPS)-registered suppliers to submit their lowest price proposal / quotation for the **Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Effective Business Communication Batch 1 and 2 (P.R. No. 2024-09-270)**, subject to the conditions stated in the Terms of Reference (TOR):

| Item and Description | No. of Pax | Approved Budget for Contract (in PHP) |
|---|-------------------------------------|---------------------------------------|
| Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Effective Business Communication Batch 1 (October 1-3, 2024) and 2 (October 8-10, 2024) | 50 PAX per day (October 1-3, 2024) | PHP 75,000.00 (Batch 1) |
| | 60 PAX per day (October 8-10, 2024) | PHP 90,000.00 (Batch 2) |

The **quotation** may be submitted personally or through email **not later than 09:00 AM, 30 September 2024** to the Human Resource Division through the following:

Contact person: Mr. Michael Joshua L. Evangelista, IC Administrative Officer I
 Ms. Sean P. Resurreccion, Contract of Service

Office Address: GF Floor, IC Main Office Building,
 1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (02) 8523-8461 local 106

E-mail: mjl.evangelista@insurance.gov.ph
sp.resurreccion@insurance.gov.ph


REVELYN R. MOJICA
 IC Division Manager
 Human Resource Division

Manila, 25 September 2024



TERMS OF REFERENCE

Delivery of Packed Meals and Snacks (AM and PM) for Participants of the Training on Effective Business Communication Batch 1 and 2 (P.R. No. 2024-09-270)

I. Approved Budget for the Contract:

The price quotation should not exceed the Approved Budget for Contract (ABC) as follows:

Batch 1: SEVENTY-FIVE THOUSAND PESOS (PHP 75,000.00)

Batch 2: NINETY THOUSAND PESOS (PHP 90,000.00)

Prices are inclusive of tax and all applicable charges.

II. Type of Menu Required:

| Meal | Description |
|-----------|--|
| AM Snacks | <ul style="list-style-type: none">➤ 1 Snack (pancit or pasta dish, sandwiches, wraps, etc.)➤ 1 Drink (juices, iced tea, soda, etc.) |
| Lunch | Lunch must include the following: <ul style="list-style-type: none">➤ 1 Rice➤ 1 Meat dish (Chicken, Pork, or Beef)➤ 1 Vegetable Dish➤ 1 Dessert (fresh fruits, sweets, pastries, etc.)➤ 1 Drink (juices, iced tea, soda, etc.) |
| PM Snacks | <ul style="list-style-type: none">➤ 1 Snack (pancit or pasta dish, sandwiches, wraps, etc.)➤ 1 Drink (juices, iced tea, soda, etc.) |

III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

IV. Other Documents Required for Awarding of Contract

The bidder with the Lowest calculated Bid (LCB) shall be required to submit and present the following documents, for verification/validation:

- a. Valid PhilGEPS Registration Number/Certificate;
- b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
- c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
- e. Latest Income/Business Tax Returns (ITR).

V. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Seventy-Five Thousand Pesos (PhP75,000.00) inclusive of 12% VAT and all other applicable taxes and charges for Batch 1**, and **Ninety Thousand Pesos (PhP90,000.00) inclusive of 12% VAT and all other applicable taxes and charges for Batch 2**.
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

VI. GENERAL CONDITIONS OF THE CONTRACT


1. The Reply Slip **must be duly signed by the supplier/dealer or its duly authorized representative**.
2. **A Certified True Copy of the suppliers/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**

3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person or via email not later than 09:00 AM, 30 September 2024** to the Human Resource Division through the following:

Mr. Michael Joshua L. Evangelista, IC Administrative Officer I
mjl.evangelista@insurance.gov.ph

Ms. Sean P. Resurreccion, Contract of Service
sp.resurreccion@insurance.gov.ph

4. **The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.**


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____
Contact Number : _____

After having carefully read and accepted the provisions under the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Effective Business Communication Batch 1 and 2 (P.R. No. 2024-09-270)**, I/we quote you on the item at prices noted below:

| Item and Description | No. of Pax | Total Cost |
|---|-------------------------------------|---------------------|
| Delivery of Packed Lunch and Snacks (AM and PM) for Participants of the Training on Effective Business Communication Batch 1 (October 1-3, 2024) and 2 (October 8-10, 2024) | 50 PAX per day (October 1-3, 2024) | PHP _____ (Batch 1) |
| | 60 PAX per day (October 8-10, 2024) | PHP _____ (Batch 2) |

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____