



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REQUEST FOR QUOTATION**

The Insurance Commission invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the items listed below for the **CATERING SERVICE FOR THE INSURANCE COMMISSION EVENT** subject to the attached Terms of Reference (TOR)

<i>Item and Description</i>	<i>No. of Pax</i>	<i>Approved Budget for Contract</i>
<b>Catering of Buffet Dinner for the IC's 2017 Year-End Assessment to be held on 15 December 2017*:  Christmas Dinner</b>	<b>350 pax</b>	<b>Ph 525,000.00</b>


\*subject to adjustment/finalization one week before the actual activity.

**Refer to the Terms of Reference for specifications.**

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email or fax at the contact information indicated below.

The deadline of submission of the proposal/quotation is **not later than 12:00 p.m.,** 20 **November 2017** to the contact information below:

**Contact person:** Ms. Marianne V. Supetran, IC Administrative Officer II  
**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 534-8462 to 70 loc. 120, 524-3548  
**E-mail:** [mv.supetran@insurance.gov.ph](mailto:mv.supetran@insurance.gov.ph)

  
**TERESITA S. SURETA**  
 Chairman, Food Committee

REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
\_\_\_\_\_  
**Business Registration No.:** \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the provisions under the Terms of Reference for the **CATERING SERVICE FOR THE INSURANCE COMMISSION EVENTS**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>No. of Pax</i>	<i>Total Cost</i>
<b>Catering of Buffet Dinner for the IC's 2017 Year-End Assessment to be held on 15 December 2017*:</b>  <b>Christmas Dinner</b>	<b>350 pax</b>	<b>Ph _____</b>

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## TERMS OF REFERENCE

### CATERING SERVICE FOR THE INSURANCE COMMISSION EVENT

#### I. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract as follows: **FIVE HUNDRED TWENTY FIVE THOUSAND PESOS (Ph525,000.00)**

**Prices are inclusive of taxes and all applicable charges.**

#### II. Type of Menu Required: IC's Year-End Assessment:

##### A. DINNER BUFFET – mix of 50% Spanish, Western, Japanese and Filipino dishes:

1. APPETIZER –at least 9 choices and will choose only 6 menus.
2. SOUP - at least 5 choices to choose from and will select only two types.
3. MAIN MENU- at least 12 choices and will choose maximum of 9 viands inclusive of meat, fish, chicken and vegetables.
4. RICE – at least 4 types of rice viands and will select 2 types.
5. CARVINGS – at least four (4) choices to choose from, pork, beef or poultry but will select only two types plus two large Filipino lechon.
6. DESSERT - at least 8 choices inclusive of sweets (cakes and pastries), with chocolate fountain/fondue, fresh fruits and salads and will select only 6 varieties.
7. DRINKS - at least 4 choices of sodas/juices and 4 choices of fruit shakes but will only select one type each for sodas and fruit shakes. (one round of fruit shakes and flowing drinks for sodas)

**Requirement: to propose at least 3 sets of complete menu packages, following strictly the percentage type of menus as indicated above.**

##### B. Conditions:

1. With complete buffet /dining set up.
2. Buffet table with centerpiece, lines, flowers
3. No additional corkage for food and drinks brought in by IC staff
4. No additional charges for dining time extension
5. Provide specific number of waiter complement to cover estimated attendees, minimum 1 waiter for every 20 pax, sub contracting of waiters not allowed.
6. IC reserves the right to change the date of activity.
7. Approved budget for the contract shall be for the maximum amount of pax indicated in the request for quotation and price per pax shall be indicated in the submitted proposal.
8. Project cost shall be subject to adjustment as to actual attendees computed on a per pax basis.
9. Guaranteed minimum number of pax for the event shall be 300 pax and the price adjustment per actual attendees shall be communicated to the winning supplier at least one week before the actual event for the IC's Year-End Assessment.

Terms of Payment: Check payment upon completion of the event, net of all applicable taxes/charges.

### 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:

1. Active PhilGEPS Registration;
2. Mayor's Business Permit;
3. Income or Business Tax Return;
4. Omnibus Sworn Statement, duly notarized.

### V. General Conditions of the Contract

- A. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
- B. PHILGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the RFQ.
- C. All bids shall include all applicable taxes and shall be considered as fixed prices and shall not be subjected to price escalation during contract implementation.
- D. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item IV of the Terms of Reference, as appropriate. **Likewise, the Bidder shall be required to present additional documents as may be deemed necessary by the procuring entity.**
- E. 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.



**TERESITA S. SURETA**  
Chairman, Food Committee