



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION




REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Supply and Delivery of the 2018 IC Solidarity Day Prizes (P.R. No. 2018-04-134) See detailed specifications in attached TOR.	1 lot	Five Hundred Fifty-One Thousand Two Hundred Pesos (PhP551,200.00)

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 17 April 2018** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph

for 
REVELYN R. MOJICA
IC Division Manager
Human Resource Division
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Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



TERMS OF REFERENCE

Supply and Delivery of 2018 IC Solidarity Day Prizes (P.R. No. 2018-04-134)

I. Product Specifications

Team Building Prizes	Maximum Number of Item Types per Team
<p>First (1st) Prize</p> <p>Estimated No. of Team Members: 53</p> <p>Package inclusions for team:</p> <ol style="list-style-type: none">1. Chocolates – 106 jars, broken down into the following variants:<ul style="list-style-type: none">• Raisin – 7 jars• Roasted Almonds – 99 jars2. Cocoa Mix – 124 canisters3. Dried Fruits – 71 packs4. Wafer Rolls – 71 canisters5. Cookies – 71 packs <p>Maximum package price based on suggested/prevaling retail supermarket price: Two Hundred Six Thousand Seven Hundred Pesos (Php206,700.00) for the team, or equivalent to Three Thousand Nine Hundred Pesos per team member (PhP3,900.00)</p>	5 items
<p>Second (2nd) Prize</p> <p>Estimated No. of Team Members: 53</p> <p>Package inclusions per team:</p> <ol style="list-style-type: none">1. Chocolates – 53 jars broken down into the following variants:<ul style="list-style-type: none">• Raisin – 7 jars• Roasted Almonds – 46 jars2. Cocoa Mix – 106 canisters	5 items

<p style="text-align: center;">Team Building Prizes</p>	<p style="text-align: center;">Maximum Number of Item Types per Team</p>
<p>3. Dried Fruits – 53 packs 4. Wafer Rolls – 53 canisters 5. Cookies – 53 packs</p> <p>Maximum package price based on suggested/prevaling retail supermarket price: One Hundred Thirty-Seven Thousand Eight Hundred Pesos (Php137,800.00) for the team, or equivalent to Three Thousand Eight Hundred Pesos per team member (PhP3,800.00)</p>	
<p>Third (3rd) Prize</p> <p>Estimated No. of Team Members: 53</p> <p>Package inclusions per team:</p> <ol style="list-style-type: none"> 1. Chocolates – 53 jars broken down into the following variants: <ul style="list-style-type: none"> • Raisin – 7 jars • Roasted Almonds – 46 jars 2. Dried Fruits – 106 packs 3. Wafer Rolls – 53 canisters 4. Cookies – 53 packs <p>Maximum package price based on suggested/prevaling retail supermarket price: Ninety-One Thousand One Hundred Pesos (Php90,100.00) for the team, or equivalent to One Thousand Seven Hundred Pesos per team member (PhP1,700.00)</p>	<p style="text-align: center;">4 items</p>
<p>Fourth (4th) Prize</p> <p>Estimated No. of Team Members: 53</p> <p>Package inclusions per team:</p> <ol style="list-style-type: none"> 1. Chocolates – 53 jars broken down into the following variants: <ul style="list-style-type: none"> • Raisin – 7 jars • Roasted Almonds – 46 jars 2. Wafer Rolls – 53 canisters 3. Cookies – 53 packs <p>Maximum package price based on suggested/prevaling retail supermarket price: Sixty-Three Thousand Six Hundred Pesos (Php63,600.00) for the team, or equivalent to One Thousand Two Hundred Pesos per team member (PhP1,200.00)</p>	<p style="text-align: center;">3 items</p>

Team Building Prizes	Maximum Number of Item Types per Team
<p>Fifth (5th) Prize</p> <p>Estimated No. of Team Members: 53</p> <p>Package inclusions per team:</p> <ol style="list-style-type: none"> 1. Chocolates – 53 jars broken down into the following variants: <ul style="list-style-type: none"> • Raisin – 7 jars • Roasted Almonds – 46 jars <p>Maximum package price based on suggested/prevaling retail supermarket price: Fifty-Three Thousand Pesos (Php53,000.00) for the team, or equivalent to One Thousand Pesos per team member (PhP1,000.00)</p>	<p>1 item</p>

Suppliers should provide breakdown of price schedule per prize item type. Using the schedule, maximum package price per team must be complied with. Each item must be compliant with the corresponding specifications in the attached matrix (**Annex A**).

II. Delivery Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered to the IC Office on or before 23 April 2018.

All items must have not have an expiration of less than six (6) months from the date of delivery.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Five Hundred Fifty-One Thousand Two Hundred Pesos (PhP551,200.00)** inclusive of 12% VAT, cost of delivery to IC Office, and all other applicable taxes and charges.

Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

The price quotation must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

IV. Mode of Procurement

The mode shall be Negotiated Procurement under Small Value Procurement as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. It is understood that the relevant

provisions of the said law and its implementing rules shall apply, govern and complement the agreement arrived at under this TOR.

Service provider must be registered in the Philippine Electronic Government Procurement System (PhilGEPS).

V. Awarding of Contract

The bidders shall submit their Reply Slip Form, along with the following documents:



1. Pictures and labels of proposed items
2. Mayor's Permit
3. Business Registration (SEC/DTI/CDA)
4. Tax Registration issued by the Bureau of Internal Revenue
5. Latest Income/Business Tax Return
6. Omnibus Sworn Statement (format to be provided by IC)
7. Proof of PhilGEPS Registration

VI. Payment Scheme

The payment for the service rendered shall be made within thirty (30) days after the complete delivery, acceptance of the items, and issuance of billing statement by the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

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


ANNEX A

Description	Prize Items				
	Chocolates	Cocoa Mix	Dried Fruits	Wafer Rolls	Cookies
1. Specific description	Raisins and roasted almonds coated in milk chocolate	Gluten-free hot cocoa mix	All natural mix of dried berries: cranberry, blueberry, strawberry, and raspberry	Ready-to-eat wafer with vanilla-flavored cream filling	Crispy, spice cookies
2. Physical description	Oval/round-shaped chocolate pieces in two (2) variants – roasted almonds and raisins	Powdered mix of cocoa and nonfat milk (main ingredients)	Mix of bits/pieces of dried cranberries, blueberries, strawberries, and raspberries	Crispy cream-filled slim wafer rolls	Rectangular-shaped cookies
3. Serving Size	Approximately 11-20 pieces (30-40g)	2 Tbsp (19g)	40g	3 wafers (27g)	4 cookies (31g)
4. Servings per container	Approximately 38-45 servings	Approximately 87 servings	Approximately 3.5 servings	Approximately 3 servings	8 servings
5. Weight based on Food Label	3-3.4 lb per jar	1.6kg per canister	5oz (142g) per pack	300 g per canister	8.8oz (250g) per pack
6. Packaging	Chocolates are sealed in clear plastic jar.	Packed in large reclosable canister	Contained in resealable plastic pack	Packed in reclosable canister	Each pack contains 10 separate smaller packs with 32 cookies each
7. Nutritional Value per serving Percent (%) Daily Value based on a 2,000 calorie diet for healthy adults	<ul style="list-style-type: none"> • 160-190 Calories • Total Fat at 12g (18%) / 8g (12%) Daily Value • Saturated Fat at 4g (20%) / 5g (25%) Daily Value 	<ul style="list-style-type: none"> • Gluten-Free • Rich in Calcium (about 30%) • No Trans Fat content • No Cholesterol content 	<ul style="list-style-type: none"> • Gluten-free • Non-Genetically Modified Organism (GMO) verified • Kosher-certified 	<ul style="list-style-type: none"> • No Trans Fat content • Contains Protein (1.1g), Dietary Fiber (0.4g) and Sodium 61mg 	<ul style="list-style-type: none"> • Vegan • Non-Genetically Modified Organism (GMO) verified • No preservatives,

Description	Prize Items				
	Chocolates	Cocoa Mix	Dried Fruits	Wafer Rolls	Cookies
	<ul style="list-style-type: none"> • No Trans Fat content (0g) • Low in Sodium content, at 1% of the % Daily Value (15mg) • Low in Cholesterol content, at 1% of the % Daily Value (less than 5mg) • Contains Dietary Fiber, at 8% of the % Daily Value (2g) • Contains Protein at 2-3g • Contains Calcium (4%) and Iron both (6%) 	<ul style="list-style-type: none"> • Contains Sodium 140mg (6%), Potassium 250mg (7%) and Total Carbohydrate 15g (5%) • Contains Iron (4%) 	<ul style="list-style-type: none"> • No preservatives, artificial colors/flavors • Sulfite-free • No Trans Fat content (0% Total Fat content) • No Cholesterol content • No Sodium content • Contains Vitamin A (2%), Iron (2%), Vitamin C (8%) and Calcium (8%) 		<ul style="list-style-type: none"> • artificial colors/flavors • No Trans Fat content • No Cholesterol content • Contains Calcium 6g and Potassium 25mg

REPLY SLIP

Name of Supplier : _____
Office Address : _____

E-mail Address : _____
Telephone No. : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration/Organization No.: _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Supply and Delivery of 2018 IC Solidarity Day Prizes (P.R. No. 2018-04-134)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Supply and Delivery of 2018 IC Solidarity Day Prizes (P.R. No. 2018-04-134) Note: 1. Total cost should not exceed ABC of Five Hundred Fifty-One Thousand Two Hundred Pesos (PhP551,200.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	1 lot	

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects