



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



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **10 December 2019, 12:00 Noon**:

NAME OF PROJECT	<b>LEASE OF VENUE WITH CATERING SERVICES FOR THE INSURANCE COMMISSION (IC) YEAR-END ASSESSMENT</b>
PURCHASE REQUEST/REF. NO.	<b>19 – 12 – 396</b>
LOCATION	<b>WITHIN METRO MANILA</b>
APPROVED BUDGET	<b>FIVE HUNDRED THIRTEEN THOUSAND PESOS (Php513,000.00)</b>

#### I. SPECIFIC DELIVERABLES:

1. The prospective bidders shall bid for the provision of food and catering services for **TWO HUNDRED EIGHTY FIVE (285)** persons for the IC Year-End Assessment with the following inclusions:
  - a. Buffet dinner and PM snacks for 285 pax for the IC Year-End Assessment to be held on December 19 or 20, 2019, 4:00 p.m onwards;
  - b. Buffet tables setup and tables for beverages, with complete set of dinnerware, flatware, glassware and all necessary dining materials good for 285 pax with reasonable allowance;
  - c. Chairs and guest dining tables with appropriate centerpiece, table cloth and linen for 285 pax free of charge; and
  - d. Service staff in proper uniform;

2. The caterer shall allow IC to use the venue for a maximum of six (6) hours inclusive of stage and screens at no cost to IC. The venue must be within the 5-km radius from the Office of the Insurance Commission, which is located at 1071 United Nations Avenue, Ermita Manila. It must also provide comfortable space for all guests to be seated and wide enough space for group presentation and dancing. Free WiFi/wireless internet in all areas of the premises. Parking space for 40-50 vehicles must be made available within the building.

## II. OTHER TERMS AND CONDITIONS

1. The prospective bidders shall hold food tasting for 10 pax at the venue preferred by IC.
2. The provider shall cover all other incidental expenses in the performance of this agreement/package unless previously agreed to by the IC Year-End Assessment Committee.
3. The bidders who will qualify on the requirements of this TOR shall be evaluated based on the following considerations criteria:

CRITERIA	POINTS
<b>1. Price</b>	<b>10</b>
<b>2. Food</b>	<b>60</b>
a. Taste	30
b. Variety	10
c. Presentation	10
d. Quantity (no. of menu)	10
<b>3. Venue</b>	<b>30</b>
a. Facilities (aircon, comfort room, fire exit and elevator if applicable)	6
b. Parking and Security	8
c. Ambience	4
d. Floor Area	7
e. Accessibility	5
<b>Note : THE PASSING RATE IS 80 POINTS</b>	

4. The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Services of IC.

### III. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. Your proposal should include certified true copies of the following documents:
  - a. Proof of PhilGEPS Registration Number;
  - b. Mayor's/Business permit issued by the city or municipality where the principal place of the business of the prospective bidder is located;
  - c. BIR Tax Clearance; and
  - d. Notarized Omnibus Sworn Statement (see attached template/format)
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.


For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 85238461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at [jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

#### **BIDS AND AWARDS COMMITTEE SECRETARIAT**

Ground Floor, Insurance Commission Bldg.,  
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

  
**GREGORY VINCENT O. FERRER**  
Chairman  
2019 Year-End Assessment

06 December 2019

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

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

## Omnibus Sworn Statement

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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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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:* I am 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 \_\_, 2019 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory