



REQUEST FOR QUOTATION (RFQ)

The Insurance Commission (IC) invites all Philippine Government Electronic Procurement System (PhilGEPS)-registered suppliers to submit their lowest price proposal / quotation on the items listed below for the **CATERING SERVICE FOR THE INSURANCE COMMISSION YEAR-END ASSESSMENT (YEA) ACTIVITY FOR FY 2022**, subject to the attached Terms of Reference (TOR).

Item and Description	No. of Pax	Approved Budget for Contract (in PHP)
Catering Service for the Insurance Commission Year-End Assessment (YEA) Activity for FY 2022, to be held on 15 December 2022	310 PAX	PHP 150,000.00

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

Please refer to the Terms of Reference (TOR) for specifications.

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email.

The deadline of submission of the proposal / quotation for each lot is not later than **9 December 2022 at 12:00 p.m.** to the contact information below:

Contact Person: **ALWYN FRANZ P. VILLARUEL**
 Office Address: **1071 United Nations Avenue, Ermita, Manila**
 Telephone Nos.: **(02) 8523-8461, local 104 / 133**
 E-mail: **afp.villaruel@insurance.gov.ph**


ALWYN FRANZ P. VILLARUEL
 Food Committee - Head

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 (TOR) for the **CATERING SERVICE FOR THE INSURANCE COMMISSION YEAR-END ASSESSMENT (YEA) ACTIVITY FOR FY 2022**, I / we quote you on the item at prices noted below.

Item and Description	No. of Pax	Total Cost
Catering Service for the Insurance Commission Year-End Assessment (YEA) Activity for FY 2022, to be held on 15 December 2022	310 PAX	PHP 150,000.00

Signature Over Printed Name of Supplier/
Authorized Representative
Position: _____
Date: _____

TERMS OF REFERENCE

CATERING SERVICE FOR THE INSURANCE COMMISSION EVENTS

I. Approved Budget for the Contract:

The price quotation should not exceed the Approved Budget for Contract (ABC) as follows: **ONE HUNDRED FIFTY THOUSAND PESOS (PHP 150,000.00)**.

Prices are inclusive of taxes and all applicable charges.

II. Type of Menu Required: IC's FY 2022 Year-End Assessment (YEA) Activity

A. MERIENDA BUFFET

1. **Pancit or Pasta Dish** – at least three (3) choices, but will select only one (1) type; and
2. **Sandwiches** – at least four (4) choices, but will choose only one (1) type; and
3. **Drinks** – at least four (4) choices (e.g., sodas, juices, iced tea, etc.), but will select only one (1) type of flowing drinks.

B. DINNER BUFFET

1. **Rice** – at least two (2) choices, including plain rice, but will select only one (1) type;
2. **Fish Dish** – at least three (3) choices, but will select only one (1) type;
3. **Vegetable Dish** – at least three (3) choices, but will select only one (1) type;
4. **Dessert** – at least three (3) choices, inclusive of sweets (cakes and pastries), fresh fruits, etc., but will select only (1) variety
5. **Drinks** – at least four (4) choices (e.g., sodas, juices, iced tea, etc.), but will select only one (1) type of flowing drinks.

CONDITIONS:

1. With complete buffet/dining set up, inclusive of tables and chairs.
2. Buffet table with centerpiece, lining, flowers
3. Provide specific number of waiter complement to cover estimated attendees, but minimum of one (1) waiter for every thirty (30) pax. Subcontracting of waiters is not allowed.
4. IC reserves the right to change the date of activity.
5. 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.

6. Guaranteed minimum number of pax for the event shall be as follows:
 - 310 pax for merienda buffet
 - 310 pax for dinner buffet
7. 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.


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