



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, subject to attached Terms of Reference (TOR):

Supply and Delivery of Vitamin Supplements for the Insurance Commission for CY 2023 (Purchase Request No. 2023-05-137)		
Item and Description	Quantity and Unit	Approved Budget for Contract (in Php)
Vitamin C (Ascorbic Acid) 500mg 100 Tablets per bottle	1,325 bottles	Php1,000,000.00
Vitamin B-Complex 100 Tablets per box	1,325 boxes	

Please use the attached Reply Slip, together with copies of the Request for Quotation (RFQ) and TOR with signature of the supplier/authorized representative in every page, in submitting price quotation to the Insurance Commission Office physically or through email at the contact information indicated below. The deadline of submission of quotations is **at 12:00 NN of 09 August 2023**:

Contact person: Mr. Tranquilino E. Espejon

Position: IC Supervising Administrative Officer

Office Address: 1st Floor, Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila

Telephone Nos.: 8523-8461 loc. 106

E-mail: te.espejon@insurance.gov.ph and hr@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



TERMS OF REFERENCE

Supply and Delivery of Vitamin Supplements for the Insurance Commission for CY 2023

(Purchase Request No. 2023-05-137)

I. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) inclusive of 12% VAT and all other applicable taxes and charges, as follows:

Supply and Delivery of Vitamin Supplements for the Insurance Commission for CY 2023 (Purchase Request No. 2023-05-137)		
Item and Description	Quantity and Unit	Approved Budget for Contract in PhP
Vitamin C (Ascorbic Acid) 500mg 100 Tablets per bottle	1,325 bottles	Php1,000,000.00
Vitamin B-Complex 100 Tablets per box	1,325 boxes	

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

II. 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.

III. Schedule of Requirements

The company shall **supply and deliver** vitamin supplements to the employees assigned at the IC Manila Office on the following schedule:

1. IC Manila Office, located at 1071 United Nations Avenue, Ermita, 1000 Manila:

Delivery Period	Description	Quantity and Unit
Within seven (7) days after receipt of Notice to Proceed	Vitamin C (Ascorbic Acid) 500mg Tablet 100's/bottle	1,285 bottles

<i>Delivery Period</i>	<i>Description</i>	<i>Quantity and Unit</i>
Within seven (7) days after receipt of Notice to Proceed	Vitamin B-Complex Tablet (100's/box)	1,285 boxes

2. IC Davao District Office, located at Door 2 & 3, 3rd Floor of YAP Building, Quimpo Boulevard, Ecoland, Davao City:

<i>Delivery Period</i>	<i>Description</i>	<i>Quantity and Unit</i>
Within seven (7) days after receipt of Notice to Proceed	Vitamin C (Ascorbic Acid) 500mg Tablet 100's/bottle	15 bottles
	Vitamin B-Complex Tablet (100's/box)	15 boxes

3. IC Cebu District Office, located at Unit 17, Ground and Second Floors, The Gallery, Pope John Paul II Avenue, Barangay Kasambagan, Cebu City:

<i>Delivery Period</i>	<i>Description</i>	<i>Quantity and Unit</i>
Within seven (7) days after receipt of Notice to Proceed	Vitamin C (Ascorbic Acid) 500mg Tablet 100's/bottle	25 bottles
	Vitamin B-Complex Tablet (100's/box)	25 boxes

IV. Technical Specifications

<i>Vitamin Supplement</i>	<i>Minimum Requirements</i>
Vitamin C (Ascorbic Acid)	
Composition/Formulation	Ascorbic Acid 500 mg
Presentation	Tablet
Packaging	Amber Glass Bottle x 100's
Expiry	Not earlier than June 2025

<i>Vitamin Supplement</i>	<i>Minimum Requirements</i>
Vitamin B-Complex	
Composition/Formulation	Thiamine Mononitrate (B1) 100 mg Pyridoxine Hydrochloride (B6) 5 mg Cyanocobalamine (B12) 50 mcg
Packaging	in Blister Pack x 20's (Box of 100's)
Expiry	At least two (2) years from date of delivery.

V. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated Quotation (LCQ) shall be required to submit and present the following documents, for verification/validation:

1. Copy of this project's TOR, duly signed by the supplier/dealer or its duly authorized representative.
2. Proof of PhilGEPS Registration/PhilGEPS Registration Number.
3. Valid Mayor's/Business Permit.
4. Business Registration (SEC/DTI/CDA).
5. Certificate of Tax Registration issued by the Bureau of Internal Revenue.
6. Latest Income/Business Tax Return.
7. Notarized Omnibus Sworn Statement per attached template.
8. Certificate of Product of Registration issued by the Food and Drug Administration (FDA) and the Product Specifications issued by the Manufacturer of the proposed supplements.

VI. Terms of Payment

The payment for the goods and services rendered shall be made within thirty (30) days after the complete delivery and 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.

VII. Limitation of Liability

Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price.

VIII. Termination of Contract

- A. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date and completion of issues to be delivered.
- B. Either Party may terminate the agreement upon notice in writing if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within five (5) days of written notice from the other Party so to do.
- C. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by

implication intended to come into or continue in force on or after such termination.

IX. Liquidated Damages

Liquidated damages under Section 3, Annex D, of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184 to deliver goods within specified delivery schedule shall apply.

X. Warranty Terms

- A. The Supplier shall provide replacement of all vitamin supplements delivered to IC bearing expiration period less than what are provided under **IV. Technical Specifications**.
- B. The Supplier shall provide replacement of all vitamin supplements found to have damaged or broken packaging prior to the acceptance of the procuring agency.

XI. Miscellaneous

- A. The failure of either party to enforce its rights based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
- B. If any part, term or provision of this Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
- C. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Terms of Reference if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least 7 days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.
- D. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (RIRR) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

XII. 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. Price validity shall be for a period of 30 days from submission of quotation.
- D. All quotations shall include all applicable taxes, delivery charge and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.
- E. 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 V of the Terms of Reference, as appropriate.
- F. 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.: _____

After having carefully read and accepted the provisions under the Terms of Reference for the **Supply and Delivery of Vitamin Supplements for the Insurance Commission for CY 2023** with Purchase Request No. 2023-05-137, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Price per Unit</i>	<i>Price Quotation</i>
Vitamin C (Ascorbic Acid) 500mg 100 Tablets per bottle	1,325 bottles		
Vitamin B-Complex 100 Tablets per box	1,325 boxes		
TOTAL			

Note:

1. Total cost should not exceed the ABC inclusive of 12% VAT and all other applicable taxes and charges.
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges, including delivery charges.
3. Attach the copy of the RFQ and TOR with signature of the supplier/authorized representative of in every page.

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____