



## REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all Philippine Government Electronic Procurement System (PhilGEPS)-registered suppliers to submit their lowest price proposal / quotation for the **Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Problem Solving and Decision Making with Complete Staff Work (P.R. No. 2024-10-284A)**, subject to the conditions stated in the Terms of Reference (TOR):

Item and Description	No. of Pax	Approved Budget for Contract (in PHP)
Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Problem Solving and Decision Making with Complete Staff Work	50 PAX per day (October 15-17, 2024)	PHP 90,000.00

The **quotation** may be submitted personally or through email **not later than 09:00 AM, 14 October 2024** to the Human Resource Division through the following:

**Contact person:** Mr. Michael Joshua L. Evangelista, IC Administrative Officer I

**Office Address:** GF Floor, IC Main Office Building,  
1071 United Nations Avenue, Ermita, Manila

**Telephone Nos.:** (02) 8523-8461 local 106

**E-mail:** [mjl.evangelista@insurance.gov.ph](mailto:mjl.evangelista@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division

Manila, 08 October 2024



## TERMS OF REFERENCE

### **Delivery of Packed Lunch and Snacks (AM and PM) for Participants of the Training on Problem Solving and Decision Making with Complete Staff Work (P.R. No. 2024-10-284A)**

#### **I. Approved Budget for the Contract:**

The price quotation should not exceed the Approved Budget for Contract (ABC) of Ninety Thousand Pesos (PhP90,000.00)

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

#### **II. Type of Menu Required:**

<b>Meal</b>	<b>Description</b>
<b>AM Snacks</b>	<ul style="list-style-type: none"><li>➤ 1 Snack (pancit or pasta dish, sandwiches, wraps, Filipino Snacks etc.)</li><li>➤ 1 Drink (juices, iced tea, soda, etc.)</li></ul>
<b>Lunch</b>	<p><b>Lunch must include the following:</b></p> <ul style="list-style-type: none"><li>➤ 1 Rice</li><li>➤ 1 Meat dish (Chicken, Pork, or Beef)</li><li>➤ 1 Vegetable Dish</li><li>➤ 1 Dessert (fresh fruits, pastries, etc.)</li><li>➤ 1 Drink (juices, iced tea, soda, etc.)</li></ul>
<b>PM Snacks</b>	<ul style="list-style-type: none"><li>➤ 1 Snack (pancit or pasta dish, sandwiches, wraps, Filipino Snacks, etc.)</li><li>➤ 1 Drink (juices, iced tea, soda, etc.)</li></ul>

#### **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:



- a. Valid PhilGEPS Registration Number/Certificate;
- b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
- c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
- e. Latest Income/Business Tax Returns (ITR).

#### V. TERMS OF PAYMENT


1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Ninety Thousand Pesos (PhP90,000.00) inclusive of 12% VAT and all other applicable taxes and charges.**
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

#### VI. GENERAL CONDITIONS OF THE CONTRACT

1. The Reply Slip **must be duly signed by the supplier/dealer or its duly authorized representative.**
2. **A Certified True Copy of the suppliers/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person or via email not later than 09:00 AM, 14 October 2024** to the Human Resource Division through the following:

Mr. Michael Joshua L. Evangelista, IC Administrative Officer I  
[mjl.evangelista@insurance.gov.ph](mailto:mjl.evangelista@insurance.gov.ph)

4. 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.** : \_\_\_\_\_  
**Contact Number** : \_\_\_\_\_

After having carefully read and accepted the provisions under the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Delivery of Packed Lunch and Snacks (AM and PM) for the participants of the Training on Problem Solving and Decision Making with Complete Staff Work (P.R. No. 2024-10-284A)**, I/we quote you on the item at prices noted below:

Item and Description	No. of Pax	Total Cost
Delivery of Packed Lunch and Snacks (AM and PM) for Participants of the Training on Problem Solving and Decision Making with Complete Staff Work	50 PAX per day (October 15-17, 2024)	PHP _____

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