



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



### REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their lowest price quotation for the **Supply and Delivery of Vitamin Supplements for the IC for CY 2024**, subject to the attached Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Supply and Delivery of Vitamin Supplements for the IC for CY 2024
<b>REFERENCE NO. /PR NO.</b>	Purchase Request No. 2024-09-263
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<b>MODE OF PROCUREMENT</b>	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Updated 2016 Revised Implementing Rules and Regulations of R.A. No. 9184)
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	Five Hundred Thousand Pesos (PHP 500,000.00)
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	13 November 2024, 12:00 NN

The duly accomplished **REPLY SLIP**, including the other requirements as enumerated in the TOR, **must be submitted in person or via email not later than 12:00 NN, 13 November 2024**, to the Human Resource Division through the following:

**Contact person** : **Mr. Kaerstan Abner D. Villaviray**  
IC Administrative Assistant I

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

**Telephone Number** : (02) 8523-8461 local 106

**Email Address** : **hr@insurance.gov.ph**

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

Manila, 07 November 2024



## TERMS OF REFERENCE

### Supply and Delivery of Vitamin Supplements for the Insurance Commission for CY 2024

(Purchase Request No. 2024-09-263)

#### 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:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract in PhP</i>
Multivitamins+Minerals for 49 years old and below, 30 tablets per bottle	711 bottles	<b>PHP 500,000.00</b>
Multivitamins+Minerals for 50 years old and above, 30 tablets per bottle	219 bottles	
Vitamin B-Complex (B1+B6+B12), 30 tablets per box	930 boxes	

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

#### 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 (R.A.) 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 located at 1071 United Nations Avenue Manila, based on the following schedule:

<i>Delivery Period</i>	<i>Description</i>	<i>Quantity and Unit</i>
Within seven (7) days after receipt of Notice to Proceed	Multivitamins+Minerals for 49 years old and below, 30 tablets per bottle	711 bottles
	Multivitamins+Minerals for 50 years old and above, 30 tablets per bottle	219 bottles
	Vitamin B-Complex (B1+B6+B12), 30 tablets per box	930 boxes

#### IV. Technical Specifications

<i>Vitamin Supplement</i>	<i>Minimum Requirements</i>
<b>Multivitamins+Minerals</b> [for 49 years old and below]	
General Description	<p>The required Multivitamins+Minerals is specially formulated to help protect the entire body with over 25 vitamins, minerals, and antioxidants. It applies up-to-date nutritional science to support health, protect the heart, eyes, immune system, including:</p> <ul style="list-style-type: none"> <li>▪ Help level up your Immune System with 10 immunity-boosting vitamins, minerals and antioxidants such as Vitamin C, Vitamin D, Selenium, Zinc, and more found in Centrum Advance;</li> <li>▪ Help protect your Heart Health with Lycopene, Folic Acid, Vitamin B6 and B12;</li> <li>▪ Support Good Eyesight with Lutein and Beta-Carotene (Vitamin A); and</li> <li>▪ Indicated for the prevention and treatment of vitamin and mineral deficiencies.</li> </ul>
Composition or Formulation	<ul style="list-style-type: none"> <li>▪ Vitamin D and Zinc</li> <li>▪ Retinyl Acetate (Vitamin A) 4000 IU</li> <li>▪ dl-alpha-tocopheryl acetate (Vit. E) 50 IU</li> <li>▪ Lycopene 600 mcg</li> <li>▪ Phytomenadione (Vit. K1) 25 mcg</li> <li>▪ Lutein 500 mcg</li> <li>▪ Calcium (as calcium carbonate)</li> <li>▪ Thiamine Mononitrate (Vit. B1) 2.18 mg</li> <li>▪ Dibasic Calcium Phosphate Anhydrous 200 mg</li> <li>▪ Riboflavin (Vit. B2) 3.2 mg</li> <li>▪ Chromium (as Chromium chloride hexahydrate) 35 mcg</li> <li>▪ Niacinamide (Vit. B3) 15 mg</li> <li>▪ Copper (as cupric sulfate anhydrous) 500 mcg</li> <li>▪ Pantothenic Acid (as Calcium Pantothenate) (Vit. B5) 10 mg</li> <li>▪ Iodine (as potassium iodide) 150 mcg</li> <li>▪ Pyridoxine HCl (Vit. B6) 6 mg</li> <li>▪ Iron (as Ferrous fumarate) 5 mg</li> <li>▪ Biotin (Vit. B7) 45 mcg</li> <li>▪ Magnesium (as oxide) 50 mg</li> <li>▪ Folic Acid (Vit. B9) 400 mcg</li> <li>▪ Manganese (as sulfate monohydrate) 3.5 mg</li> <li>▪ Cyanocobalamin (Vit. B12) 22 mcg</li> <li>▪ Phosphorus 50 mg</li> <li>▪ Ascorbic Acid (Vit. C) 90 mg</li> <li>▪ Potassium (as Sulfate) 80 mg</li> <li>▪ Cholecalciferol (Vit. D3) 600 IU</li> </ul>

<b><i>Vitamin Supplement</i></b>	<b><i>Minimum Requirements</i></b>
	<ul style="list-style-type: none"> <li>▪ Selenium (as sodium selenate) 55 mcg</li> <li>▪ Zinc (as oxide) 7.5 mg</li> </ul>
Presentation	The vitamin supplement is oval-shaped; beige/cream; film coated tablet; one side is scored and engraved with ""A"" and ""1""; the other side is engraved with ""C"".
Packaging	Sealed in bottle of 30 tablets inside a carton sealed box
Expiry	At least one (1) year from date of delivery
<b>Multivitamins+Minerals for 50 years old and above</b>	
General Description	<p>The required Multivitamins+Minerals is specially formulated to:</p> <ul style="list-style-type: none"> <li>▪ Help level up your Immune System with 10 immunity-boosting vitamins, minerals and antioxidants such as Vitamin C, Vitamin D, Selenium, Zinc, and more found in Centrum Advance;</li> <li>▪ Help protect your Heart Health with Lycopene, Folic Acid, Vitamin B6 and B12;</li> <li>▪ Support Good Eyesight with Lutein and Beta-Carotene (Vitamin A); and</li> <li>▪ For the treatment and prevention of vitamin and mineral deficiencies in adults aged 50 and above.</li> </ul>
Composition or Formulation	<ul style="list-style-type: none"> <li>▪ Acetate &amp; Beta-Carotene (Vitamin A) 4000 IU</li> <li>▪ Thiamine Nitrate (Vit B1) 2.18 mg</li> <li>▪ Riboflavin (Vit B2) 3.2 mg</li> <li>▪ Nicotinamide (Vit B3) 15 mg</li> <li>▪ Pantothenic Acid (Vit B5) as Calcium Pantothenate) 10 mg</li> <li>▪ Pyridoxine Hydrochloride (Vit B6) 8 mg</li> <li>▪ Biotin (Vit B7) 45 mcg</li> <li>▪ Folic Acid (Vit B9) 300 mcg</li> <li>▪ Cyanocobalamin (Vit B12) 25 mcg</li> <li>▪ Ascorbic Acid (Vit C) 90 mg</li> <li>▪ Vitamin D3, 600 IU</li> <li>▪ dl-Alpha-Tacopheryl Acetate (Vit E) 75 IU</li> <li>▪ Vitamin K1, 25 mcg</li> <li>▪ Calcium (as Calcium Carbonate and Calcium Hydrogen Phosphate Anhydrous) 200 mg</li> <li>▪ Chromium (as Chloride) 100 mcg</li> <li>▪ Copper (as Sulfate Anhydrous) 500 mcg</li> <li>▪ Iodine (as Potassium Iodide) 150 mcg</li> <li>▪ Iron (as Ferrous Fumarate) 4 mg</li> <li>▪ Lutein 500 mcg</li> <li>▪ Lycopene 600 mcg</li> <li>▪ Magnesium (as Oxide) 50 mg</li> <li>▪ Manganese (as Sulfate Monohydrate) 3.5 mg</li> <li>▪ Phosphorus 50 mg</li> </ul>

<b>Vitamin Supplement</b>	<b>Minimum Requirements</b>
	<ul style="list-style-type: none"> <li>▪ Potassium (as Sulfate) 80 mg</li> <li>▪ Selenium (as Sodium Selenate) 55 mcg</li> <li>▪ Zinc (as Oxide) 7.5 mg</li> </ul>
Presentation	The vitamin supplement is oval shaped; gray; film coated tablet; one side is scored and engraved with "A" and "1"; the other side is engraved with "S"
Packaging	Sealed in bottle of 30 tablets inside a carton sealed box
Expiry	At least one (1) year from date of delivery
<b>B-Complex (B1+B6+B12)</b>	
General Description	
Composition or Formulation	<ul style="list-style-type: none"> <li>▪ Thiamine Mononitrate (Vitamin B1) 100 mg</li> <li>▪ Pyridoxine Hydrochloride (Vitamin B6) 5 mg</li> <li>▪ Cyanocobalamine (Vitamin B12) 50 mcg</li> </ul>
Presentation	Round tablet in pink color
Packaging	Box of 30's (10 pcs per silver foil strip)
Expiry	At least one (1) year 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 Registration (CPR) issued by the Food and Drug Administration (FDA), and Product Specifications issued by the Manufacturer; and
9. License to Operate (LTO) issued by the FDA for Suppliers, Distributors and Traders.

At the option of the IC, the supplier with the LCQ shall present the original copies of the documents for verification/validation.

#### **VI. Terms of Payment**

The payment for the service 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 acceptable circumstances.

## **VII. Limitation of Liability**

Subject to the IC'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 TOR or the performance or observance of its obligations under this TOR 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 TOR, 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 RIRR 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 an expiration date of less than one (1) year from the actual delivery.
- 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 TOR 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 TOR 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 TOR 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 R.A. No. 9184 and its Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.

## **XII. General Conditions of the Contract**

- A. All entries in the quotation must be typewritten in the 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 thirty (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 TOR, 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 IC for CY 2024 (P.R. No. 2024-09-263), 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>Total Price Quotation</i>
Multivitamins+Minerals for 49 years old and below, 30 tablets per bottle	711 bottles		
Multivitamins+Minerals for 50 years old and above, 30 tablets per bottle	219 bottles		
Vitamin B-Complex (B1+B6+B12), 30 tablets per box	930 boxes		

### Notes:

1. Total cost should not exceed ABC per lot 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:** \_\_\_\_\_



**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant**

**to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*