



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 quotation for the **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition
REFERENCE NO. /PR NO.	PR No. 2025-01-012
MODE OF PROCUREMENT	Small Value Procurement (Section 34 of R.A. 12009 or New Government Procurement Act)
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Million Five Hundred Thousand Pesos (Php1,500,000.00) inclusive of applicable charges and taxes
DELIVERY PERIOD	March 20, 2025 (To be confirmed)
LOCATION	Within Metro Manila (To be confirmed)
DEADLINE OF SUBMISSION OF QUOTATION/S	10 March 2025 / 12:00NN

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 12:00 NN, 10 March 2025** to the following:

**Contact persons:** Ms. Marianne V. Supetran, IC Administrative Officer III  
[mv.supetran@insurance.gov.ph](mailto:mv.supetran@insurance.gov.ph)

Ms. Jenina Roussel A. Vergara, IC Administrative Officer III  
[jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

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

**Telephone Nos.:** (02) 8523-8461 local 120

**MARK FRANKLIN M. SANCHEZ**  
IC Supervising Administrative Officer  
IC Steering Committee - Anniversary

Manila, 03 March 2025

## TERMS OF REFERENCE

### **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition (P.R. No. 2025-01-012)**

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#### **I. SCOPE**

1. The prospective supplier shall bid for the **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition**.

#### **II. TERMS OF PAYMENT**

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of One Million Five Hundred Thousand Pesos (Php1,500,000.00) 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.

#### **III. GENERAL CONDITIONS**

1. All entries in the Reply Slip/Quotation **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 not later than 12:00 NN, 10 March 2025** to the following:

Ms. Marianne V. Supetran, IC Administrative Officer III  
[mv.supetran@insurance.gov.ph](mailto:mv.supetran@insurance.gov.ph)

Ms. Jenina Roussel A. Vergara, IC Administrative Officer III



[ira.vergara@insurance.gov.ph](mailto:ira.vergara@insurance.gov.ph)

4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
  - 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 Return (ITR).
5. **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.**
6. As part of the Post Qualification, the End-User may conduct an initial meeting to discuss each prospective bidder's proposal. The end user may disqualify any bidder that cannot provide any requirement set in this TOR.

#### **IV. ITEM SPECIFICATIONS**

The Supplier shall provide the **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition.**

The following are the inclusions for the Catering Services:

Type of Menu Required: IC's Anniversary:

##### **A. MERIENDA – Plated PM Snacks** (To be served after registration)

1. PASTRY - at least 3 types of pastry but will select only 1 type
2. SANDWICH - at least 3 types of pastry but will select only 1 type
3. DRINKS – one serving of drink (sodas or juices)

##### **B. DINNER BUFFET – Buffet Style**

1. APPETIZER - at least 4 choices and will choose only 1 type
2. SOUP - at least 4 choices and will choose only 1 type
3. MAIN COURSE-at least 12 choices and will choose a maximum of 3 viands inclusive of meat, fish, and vegetable.
4. RICE – Steamed rice
5. PASTA - at least 4 choices and will choose only 1 type
6. SALAD - at least 4 choices and will choose only 1 type

7. DESSERTS - at least 8 choices inclusive of sweets (cakes and pastries), fresh fruits and salads, and will select only 2 varieties.
8. DRINKS - one serving of drinks (sodas or juices)

#### **Other Requirements:**

##### **1. Menu and Food Service:**

- Guaranteed minimum number of pax for the event shall be as follows: 650 pax for merienda pm snacks and dinner buffet.
- Proposing at least four (4) sets of complete menu packages following the percentage requirement stated above.
- Inclusive of two (2) rounds of iced tea/juice/soft drink per meal.
- Ice for the drinks and purified drinking water.
- Free-flowing coffee and tea, with provision for a water station throughout the event.

##### **2. Event Logistics and Setup:**

- With complete buffet/dining set up.
- Buffet table with centerpiece, linens, flowers.
- Round table with floor length embroidered mantel (8-seater per table). Tablecloth color subject for approval.
- Table and chairs for all participants.
- Chairs with seat covers.
- Complete silver wares, glass wares and flatware. Including wine glass for wine toasting.

##### *Waiters / Food Attendants*

- Dedicated and well-trained waiters and food attendants in uniform.
- Provide specific number of waiters complement to cover estimated attendees, minimum 1 waiter for every 20 pax, sub-contracting of waiters not allowed.

##### *Free Food Tasting*

- Food tasting shall be scheduled accordingly. Free food tasting for ten (10) persons.

##### *Others:*

- No additional corkage for food and drinks brought in by IC staff.
- No additional charges for dining time extension.

##### **3. VIP and Special Considerations:**

- There shall be at least three (3) tables designated for Executives / VIPs.
- Separate designated attendants for Executives / VIPs table.

##### **4. Contract and Pricing Terms:**

- **IC reserves the right to change the date and event venue.**
- 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.



- Project cost shall be subject to adjustment as to actual attendees computed on a per pax basis.
- The service provider shall provide meals for 650 participants.
- IC will provide the program, venue location sketch and necessary permits for the smooth flow of schedule.

## **V. SPECIAL CONDITIONS**

### ***Qualification of Supplier***

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.

### ***Delivery of Services***

2. The schedule of delivery and installation/set-up for the **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition** shall be on **20 March 2025** within Metro Manila (to be confirmed).

### ***Limitation of Liability***

3. 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 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.

### ***Termination***

4. 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.
5. Either Party may terminate the agreement upon written notice 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 fifteen (15) days of written notice from the other Party so to do.
6. 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.

### ***Miscellaneous***

7. 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.
8. 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.
9. 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 five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
10. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.



**MARK FRANKLIN M. SANCHEZ**  
IC Supervising Administrative Officer  
IC Steering Committee - Anniversary

## REPLY SLIP

**Name of Supplier** :

**Address** :

**Business Registration No.** :

**Tax Identification No.** :

**PhilGEPS Registration No.** :

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<p><b>Catering Services for the 2025 Insurance Commission's Anniversary and Stakeholder's Recognition</b></p> <p>Date: 20 March 2025  Estimated Time: 10:00AM - 11:00PM  ingress - egress  Start of event: 02:00 PM (to be confirmed)</p> <p><b><u>Others</u></b></p> <p>The Supplier shall cover the activity stated in the TOR. Detailed program shall be provided once both parties agreed with the terms and conditions of the service.</p> <p>A coordination meeting among the IC Steering Committee and Supplier shall be conducted to discuss on the event coverage.</p>	1 lot		
<p><b>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of One Million Five Hundred Thousand Pesos (Php1,500,000.00), inclusive of all applicable taxes, fees, and other charges.</b></p>			



In compliance with the TOR, **the original copy of the Notarized Omnibus Sworn Statement (using prescribed template/format) is enclosed together with the Reply Slip.**

**Certified true copies of the following documents are likewise enclosed:**

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

\_\_\_\_\_  
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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*