



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION




REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Supply and Delivery of the 2017 IC Solidarity Day Prizes (P.R. No. 2017-05-179) See detailed specifications in attached TOR.	1 lot	Five Hundred Twenty-Eight Thousand Pesos (PhP528,000.00)

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 16 May 2017** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



TERMS OF REFERENCE

Supply and Delivery of 2017 IC Solidarity Day Prizes (P.R. No. 2017-05-179)

I. Product Specifications

Team Building Prizes	Quantity per Team Member
<p>First (1st) Prize</p> <p>Estimated No. of Team Members: 60</p> <p>Package inclusions per team member:</p> <ol style="list-style-type: none">1. Chocolates – 2 jars2. Crackers – 1 box3. Trail Mix – 1 pack4. Shoestring Potatoes – 2 sets <p>Maximum package price per team member based on suggested/prevaling retail supermarket price: Three Thousand Four Hundred Pesos (Php3,400.00)</p>	6 items
<p>Second (2nd) Prize</p> <p>Estimated No. of Team Members: 60</p> <p>Package inclusions per team member:</p> <ol style="list-style-type: none">1. Chocolates – 1 jar2. Crackers – 1 box3. Trail Mix – 2 packs4. Shoestring Potatoes – 1 set <p>Maximum package price per team member based on suggested/prevaling retail supermarket price: Two Thousand Six Hundred Pesos (Php2,600.00)</p>	5 items

Team Building Prizes	Quantity per Team Member
<p>Third (3rd) Prize</p> <p>Estimated No. of Team Members: 60</p> <p>Package inclusions per team member:</p> <ol style="list-style-type: none"> 1. Chocolates – 1 jar 2. Crackers – 1 box 3. Shoestring Potatoes – 1 set <p>Maximum package price per team member based on suggested/prevailing retail supermarket price: One Thousand Eight Hundred Pesos (PhP1,800.00)</p>	<p>3 items</p>
<p>Fourth (4th) Prize</p> <p>Estimated No. of Team Members: 60</p> <p>Package inclusions per team member:</p> <ol style="list-style-type: none"> 1. Crackers – 1 box 2. Trail Mix – 1 pack <p>Maximum package price per team member based on suggested/prevailing retail supermarket price: One Thousand Pesos (PhP1,000.00)</p>	<p>2 items</p>

Suppliers should provide breakdown of price schedule per prize item type. Using the schedule, maximum package price per team member must be complied with. Each item must be compliant with the corresponding specifications in the attached matrix (**Annex A**).

II. Delivery Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered to the IC Office on or before 23 May 2017.

All items must have not have an expiration of less than three (3) months from the date of delivery.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Five Hundred Twenty-Eight Thousand Pesos (PhP 528,000.00)** inclusive of 12% VAT, cost of delivery to IC Office, and all other applicable taxes and charges.

Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

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

IV. Mode of Procurement

The mode shall be Negotiated Procurement under Small Value Procurement as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. It is understood that the relevant provisions of the said law and its implementing rules shall apply, govern and complement the agreement arrived at under this TOR.

Service provider must be registered in the Philippine Electronic Government Procurement System (PhilGEPS).

V. Awarding of Contract

The bidders shall submit their Reply Slip Form, along with the following documents:

1. Pictures and labels of proposed items
2. Mayor's Business Permit
3. Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (format to be provided by IC)
6. Proof of PhilGEPS Registration

VI. Payment Scheme

The payment for the service rendered shall be made within thirty (30) days after the complete delivery, 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.

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

ANNEX A

Description	Prize Items			
	Chocolates	Crackers	Trail Mix	Shoestring Potatoes
1. Specific description	Milk chocolate-coated roasted almonds	Baked crackers with cheddar cheese Flavored Filling	Healthy mix of dried pineapple, apricot and papaya, black raisins, banana chips, and coconut	All natural shoestring potatoes fried in 100% pure vegetable oil. Product must be available in four (4) flavors/variety.
2. Physical description	Oval/round-shaped chocolate pieces	Cylindrical-shaped crackers with filling	Mix of bits/pieces of dried pineapple, apricot and papaya, black raisins, banana chips, and coconut	Thinly-sliced crisp and crunchy shoestring potatoes
3. Serving Size	Approximately 11 pieces (30g)	1 pack	1oz (28g)	1
4. Servings per container	Approximately 45 servings	18 servings	Approximately 24 servings	1 serving
5. Weight based on Food Label	3 lb per jar	Each serving weighs 1.70oz (48.2g). Total weight is 30.60oz (867.6g) per box.	24oz (680g) per pack	42 – 50 g per canister
6. Packaging	Chocolates are sealed in clear plastic jar.	Each serving is packed in single serving bag. Eighteen (18) servings packed in rectangular box.	Contained in resealable plastic pack	Each serving is packed in single handy reclosable canister. Six (6) canisters per set arranged horizontally in rectangular holder. Each set must contain the following flavors: <ul style="list-style-type: none"> • 2 Salted/unseasoned • 2 Cheddar Cheese • 1 Ketchup & Fries

Description	Prize Items			
	Chocolates	Crackers	Trail Mix	Shoestring Potatoes
				<ul style="list-style-type: none"> • 1 Healthy Variety with low Sodium, no Trans Fat and GMO-free.
<p>7. Nutritional Value per serving</p> <p>Percent (%) Daily Value based on a 2,000 calorie diet for healthy adults</p>	<ul style="list-style-type: none"> • 160 Calories • Total Fat at 18% of the of the % Daily Value (12g) • Saturated Fat at 20% of the % Daily Value (4g) • Trans Fat-free (0g) • Low in Sodium content, at 1% of the % Daily Value (15mg) • Low in Cholesterol content, at 1% of the % Daily Value (less than 5mg) • Contains Dietary Fiber, at 8% of the % Daily Value (2g) • Contains Protein at 3g • Contains Calcium and Iron both at 4% 	<ul style="list-style-type: none"> • 240 Calories • Total Fat at 17% of the of the % Daily Value (11g) • Saturated Fat at 25% of the % Daily Value (5g) • Trans Fat-free (0g) • Sodium at 22% of the % Daily Value (530mg) • Cholesterol-free (0mg) • Contains Dietary Fiber, at 4% of the % Daily Value (1g) • Contains Protein at 3g • Contains Calcium at 4% 	<ul style="list-style-type: none"> • 100 Calories • Total Fat at 4% of the of the % Daily Value (2.5g) • Saturated Fat at 11% of the % Daily Value (2.5g) • Trans Fat-free (0g) • Low in Sodium contract at 0% of the % Daily Value (5mg) • Cholesterol-free (0mg) • Contains Dietary Fiber, at 8% of the % Daily Value (2g) • Contains Protein at 1g • Contains Vitamin A and C at 6% and Iron at 2% 	<ul style="list-style-type: none"> • Gluten-Free • No preservatives added • Low or no Trans Fat content • Low or no Cholesterol content

REPLY SLIP

Name of Supplier : _____
Office Address : _____
E-mail Address : _____
Telephone No. : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration/Organization No.: _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Supply and Delivery of 2017 IC Solidarity Day Prizes (P.R. No. 2017-05-179)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Supply and Delivery of 2017 IC Solidarity Day Prizes (P.R. No. 2017-05-179)	1 lot	
Note: 1. Total cost should not exceed ABC of Five Hundred Twenty-Eight Thousand Pesos (PhP528,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____