

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 for the **CATERING SERVICE FOR THE INSURANCE COMMISSION EVENT** subject to the attached Terms of Reference (TOR)


<i>Item and Description</i>	<i>No. of Pax</i>	<i>Approved Budget for Contract</i>
Catering of Buffet Lunch and Dinner for the IC Year-End Assessment Program to be held on 18 December 2015: a. Lunch Buffet b. Dinner Buffet *Christmas lunch minimum of 250 pax, maximum of 325 pax *Dinner minimum of 250 pax, maximum of 370 pax	325 pax 370 pax	(Ph 145,000.00) (Ph345,000.00)

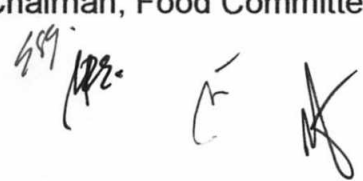
Refer to the Terms of Reference for specifications.

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email or fax at the contact information indicated below.

The deadline of submission of the proposal/quotation is at **12:00 Noon of 9 December 2015** at the following contact information:

Contact person: Ms. Marianne V. Supetran, 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: mv.supetran@insurance.gov.ph


TERESITA S. SURETA
IC Accountant V
Chairman, Food Committee



TERMS OF REFERENCE

CATERING SERVICE FOR THE INSURANCE COMMISSION EVENTS

I. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract amounting to Four Hundred Ninety Thousand Pesos only (Ph 490,000.00).

Prices are inclusive of taxes and all applicable charges.

II. Type of Menu Required:

A. Lunch Buffet Meal:

1. SOUP - at least 2-3 choices to choose from with and will select only one type.
2. MAIN MENU- at least 6-7 choices and will choose maximum of 4 viands inclusive of meat, fish, chicken and vegetables
3. RICE - at least 2-3 types of rice variety to choose from but will select only one type
4. DESSERT - at least 6-8 choices of fresh fruits and salads and will select only 5 varieties.
5. DRINKS - at least 2-3 choices and will choose one round of drinks only

Requirement: to propose at least 3 sets of complete menu packages for each lot.

B. Dinner Buffet Meal:

1. APPETIZER –at least 6-8 choices with a touch of Japanese menu and will choose only 5 menu
2. SOUP - at least 2-3 choices to choose from with a touch of Japanese menu and will select only one type.
3. MAIN MENU- at least 7-8 choices and will choose maximum of 6 viands inclusive of meat, fish, chicken and vegetables, with a touch of Japanese viands
4. CARVINGS – at least three choices to choose from, either pork, beef or poultry but will select only one type
5. RICE - at least 2-3 types of rice variety to choose from but will select only one type
6. DESSERT - at least 6-8 choices inclusive of sweets, fresh fruits and salads and will select only 5 varieties.
7. DRINKS - at least 2-3 choices and will choose one round of drinks only

Requirement: to propose at least 3 sets of complete menu packages for each lot.

C. Conditions:

1. With complete buffet /dining set up.
2. Buffet table with centerpiece, lines, flowers
3. No additional corkage for drinks brought in by IC staff
4. No additional charges for dining time extension

Terms of Payment: 50% reservation fee one week before the event
Balance payable after completion of the event
Check payment payable to the Supplier

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:

1. Active PhilGEPS Registration;
2. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable;
3. Mayor's Business Permit;
4. Certificate of Tax Registration from Bureau of Internal Revenue;

V. 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. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.
- D. 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 IV of the Terms of Reference, as appropriate.
- E. 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.



TERESITA S. SURETA

Chairman, Food Committee



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 **CATERING SERVICE FOR THE INSURANCE COMMISSION EVENTS**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>No. of Pax</i>	<i>Total Cost</i>
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Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____