

REQUEST FOR QUOTATION

Date: APR 19 2024
RFQ No. 2024-10-071

The **Philippine Health Insurance Corporation (PhilHealth)** through its Secretariat for the Bids and Awards Committees (SBAC), intends to procure:

PROCUREMENT OF PRINTABLE MATERIALS

Approved Budget : ₱ 68,250.00
Purchase Request No/s : 2024-01-074
Mode of Procurement : Small Value Procurement
Period of Submission : April 23 to 26, 2024
Delivery Period : Upon receipt of Notice to Proceed

Interested bidders/ suppliers of known qualifications are hereby invited to submit quotation signed by its authorized representative at the address below and/or thru email to the following addresses:

Secretariat or the Bids and Awards Committee (SBAC)/ Procurement Unit
PhilHealth Regional Office IVA
Brgy Ilayang Dupay Lucena City
Telephone: 02-84417444 local 5116
procurement.pro4a@gmail.com
bac.pro4a@philhealth.gov.ph


JANELLE KRIZKIE T. VILLANUEVA
Canvasser


SHARYLL O. CARPIO
Head of Procurement Unit/ End-User

Supplier who will submit a proposal / offer with the **lowest calculated quotation** shall be selected. A copy of the following documentary requirements as prescribed in the IRR of RA9184 for Small Value Procurement (Sec. 53.9) shall be submitted **within three (3) working days upon notification.**

1. Mayor's /Business Permit for CY 2024;
2. PhilGEPs Registration Number;
3. Proof of PhilHealth Contribution (latest);
4. Omnibus Sworn Statement (50K and above); and
5. ITR/Business Tax Return (ABC above 500K)

****INSTRUCTION TO SUPPLIERS****

- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ).
- Accomplish the **Quotation Form** and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form and Documentary Requirements** as stated **above within the prescribed deadline** shall automatically be disqualified.

"ANNEX A"

QUOTATION FORM

Name of Company: _____
Address: _____
Contact Person: _____
Contact Number: _____
Official Email Address: _____

After having carefully read and accepted the Terms and Conditions of this RFQ specified in Annex B, hereunder is our quotation/s for the item as follows:

Item No.	QTY & Unit	Approved Budget for the Contract (ABC)		ITEM Description and Technical Specifications	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	Supplier's Offer	
		Unit Price	Total Price			Do not fill this out if you did not comply with the Tech Specs	
						Unit Price	Total Price
1	5,000 sq. ft.	13.65	68,250.00	Tarpaulin Total Size: 5,000 sq. ft. with eyelet (4 corners/piece) Color: Full Color Thickness: 10 ounces (oz) *Inclusive of delivery to PRO IVA Office	<input type="checkbox"/> Comply <input type="checkbox"/> Not comply		
				*Please see attached additional specifications			
						TOTAL:	

COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O / J.O.	Statement of Compliance ("Comply" or "Not Comply")
**Date of Delivery Period Upon receipt of Notice to Proceed	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position/ Designation

Date

Delivery Period	At least three (3) days after confirmation of actual order. The end-user will inform the supplier of the order, which would include the design, quantity, and actual dimension, through email. Correspondingly, the supplier should acknowledge the order via email/ written letter to the end-user copy furnished by the Administrative Services Section(ASS) upon receipt of order confirmation.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	Procuring Entity shall impose equivalent to 1/10 of one percent (1%) of the total value of the undelivered order for each day of delay as liquidated damages.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Contract Duration	Upon signing of the contract until December 31, 2024, or until full utilization of total sq. ft. tarpaulin whichever comes first. There will be no escalation of price within the duration of the contract.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	Once the contract duration expires, including any time extension duly granted, and the contractor refuses or fails to satisfactorily complete the delivery, the Procuring Entity shall impose upon the contractor in default liquidated damages.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Obligations of the Service Provider	1. Print the actual order sent by the end-user following the design, quantity, and dimension stated in the email.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	2. Acknowledge the order through email or written letter addressed to the end-user, copy furnished the Administrative Services Section.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	3. Deliver not more 5,000 sq. ft. tarpaulin during the contract period or until full utilization of order, whichever comes first.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	4. Ensure delivery of the printed material at least 3 days or 7 days for bulk order after confirmation of the actual order.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	5. Provide a Billing Statement/Sales Invoice for every order delivered to be accepted by End-user upon delivery.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	6. Issue an Official Receipt (OR) upon acceptance of payment from PRO IVA.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Payment	Processing of payment is 15 working days upon submission of complete documents, including proof of latest PhilHealth contribution.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	The payments of incurred charges shall be upon every submission of statement of account by the service provider covering ACTUAL COST and subject to the usual accounting rules and regulations.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	Payment will be made for each actual order delivered. PhilHealth will deduct the corresponding withholding tax on the total amount to be paid to the service provider.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

"ANNEX B"

TERMS AND CONDITION:

1. Suppliers/Bidders shall provide correct and accurate information required in this form.
2. **Suppliers/Bidders shall quote on Item.**
3. Price quotation/s must valid for **thirty (30) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
5. Quotation exceeding the Approved Budget for the Contract of the item shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure), passed the technical evaluation or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications and the official address of the corporation.
9. PhilHealth shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of the two or more bidders are determined to have submitted to the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, PhilHealth shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
11. **Payment shall be made via check (Land Bank) after delivery and upon the submission of the required supporting documents, inspection and acceptance.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be impose per day of delay. PhilHealth shall rescind the contract once the cumulative amount of the other courses of action and remedies open to it.
13. Warranty Security of 1% of the gross amount (for items with warranty) shall be automatically deducted from the contract for a minimum warranty period of (3) months for expendable goods or (1) year warranty for non-expendable goods and shall be returned after the lapse of the warranty period provided however that the goods delivered are free from defects an all the conditions imposed under the contract have been fully met.
14. The contracting parties shall comply with Office Order No. 0018-2015 "Reiteration of PhilHealth No Gift policy (Revision 1).
15. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and al statements and information provided therein are true and correct.

Signature over Printed Name

Postion/ Designation

Date

