

REQUEST FOR QUOTATION

Date: May 13, 2025RFQ No. 2025-094

The **Philippine Health Insurance Corporation (PhilHealth)** through its Secretariat for the Bids and Awards Committees (SBAC), intends to procure the following through Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act 12009:

CATERING SERVICES FOR THE CONDUCT OF TRAINING ON MS EXCEL

Approved Budget : **₱297,000.00**
Purchase Request No/s : 25-0220-SVP, HRD
Delivery Period : **Batch 1 - May 20-22, 2025**
Batch 2 - June 9-11, 2025
Batch 3 - June 24-26, 2025
Batch 4 - July 15-17, 2025

Interested suppliers of known qualifications are hereby invited to submit a price quotation/proposal duly signed by its authorized representative **on or before 3:00 p.m. of May 19, 2025** through electronic email or physically at the address below:

SECRETARIAT SERVICES TEAM
Secretariat for the Bids and Awards Committees (SBAC)
Philippine Health Insurance Corporation (PhilHealth)
Rm. 408, 4th Floor, SBAC Office
709 Citystate Centre, Shaw Blvd.,
Pasig City
Telephone Nos.: (02) 8441-7444 local 7675

A. Dalida
MS. CHARISS GAIL H. DALIDA
BAC Secretariat/Canvasser
dalidac@philhealth.gov.ph

Joseph O. Vergara
MR. JOSEPH O. VERGARA
Head, Secretariat for the Bids and Awards Committees

The Supplier shall also submit a copy of the following documentary requirements along with the duly signed quotation on or before the deadline of submission of quotation:

1. Mayor's /Business Permit for CY2025;
2. PhilGEPS Registration Number or Certificate of PhiGEPS Registration (Platinum Membership);
3. Proof of payment for the PhilHealth Contribution (1st Quarter of 2025);
4. Notarized Omnibus Sworn Statement; and
5. Valid Tax Clearance.

****INSTRUCTION TO SUPPLIERS****

- Submit your duly signed quotation using the prescribed Quotation Form together with the compliance with the Terms and Conditions and Technical Specifications (Annexes A, B and C of the RFQ);
- Provide all the required information of the provider/supplier in the **Quotation Form** and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **Quotation Form** and **Documentary Requirements** as stated above **within the given deadline** shall be automatically **DISQUALIFIED**.
- **Food tasting shall be required for first time provider.**

“ANNEX A”

QUOTATION FORM

Name of Company: _____
Address: _____
Contact Person: _____
Contact Number: _____
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/service as follows:

Item No.	QTY/ Unit	Unit Price	Total Price	ITEM Description and Technical Specifications	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	Supplier's Offer <i>Do not fill this out if you did not comply with the Tech Specs.</i>	
						Unit Price	Total Price
1	396 pax	750.00	P297,000.00	Catering Services for the Conduct of Training on MS Excel for 33 attendees per day for 3 days, 4 batches <i>(AM and PM snack and managed buffet lunch)</i>			
				<i>See attached "ANNEX C" for Technical Specifications</i>			
			P297,000.00			TOTAL:	

COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O. / J.O.	Statement of Compliance ("Comply" or "Not Comply")
Batch 1 - May 20-22, 2025 Batch 2 - June 9-11, 2025 Batch 3- June 24-26, 2025 Batch 4- July 15-17, 2025	

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

Signature over Printed Name

Position / Designation

Date

“ANNEX B”

TERMS AND CONDITIONS:

1. Suppliers/Providers shall provide correct and accurate information required in this form.
2. **Suppliers/Providers shall quote on the project.**
3. Price quotation/s must be 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 initialed 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 two (2) or more suppliers are determined to have submitted 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 imposed per day of delay. PhilHealth shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to the other courses of action and remedies open to it.
13. Warranty Security of one percent (1%) of the gross amount (for items with warranty) shall be automatically deducted from the contract for a minimum warranty period of three (3) months for expendable goods or one (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 and 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 all statements and information provided therein are true and correct.

I hereby declare that I understand and acknowledge the instructions and terms and conditions listed herein.

Signature over Printed Name

Position / Designation

Date

*"ANNEX C"***TECHNICAL SPECIFICATIONS FOR MEAL PROVIDER****I. PROGRAM TITLE: Training on MS Excel****II. DATE OF CONDUCT: 3rd and 4th Quarter of CY 2025****III. MEAL PROVIDER SPECIFICATIONS:**

1. Managed buffet for all meal requirements. Meals should include the following for the whole duration of the training programs:
 - a. AM Meal
 - b. Lunch; and
 - c. PM Meal
2. Meal Inclusions:
 - a. AM Meal inclusive of steamed or fried rice, main course with egg, fresh fruit/s, and drinks.
 - b. Lunch inclusive of steamed rice, main course with at least two (2) viands, salad and/or soup, vegetables, dessert, and drinks.
 - c. PM Meal can either be but not limited to pasta or noodles with bread, sandwich, Filipino delicacies and the like, and drinks.
 - d. With provision of flowing coffee and tea, candies/mints and nuts, and biscuits during the workshop.
 - e. Proposal must include menu for each training schedule. HRD – L&D Team will notify the Provider of the number of meals to be prepared for those participants with food restrictions (such as but not limited to no-pork for Muslims, dietary requirements, etc. at least two (2) days before the conduct of the program.
3. Appropriate utensils (such as flatware, glasses, chinaware)
4. The Provider shall guarantee the provision of at least two (2) qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean and appropriate uniform and identification (ID) card. Said personnel shall assist in the distribution of food to the participants.
5. The Provider shall assign a point person to coordinate with the L&D Team regarding the schedule of conduct of the training program and its requirements.
6. Menu proposals will be evaluated by the HRD L&D Team vis-à-vis the Technical Specifications.
7. For First-time Bidders endorsed by the Secretariat for the Bids and Awards Committee (SBAC) for evaluation, food shall be requested by the HRD L&D Team to determine



whether the meals to be served have passed the standards. The Provider shall obtain an overall rating of at least 90% based on the following criteria for selection:

Criteria Percentage

Taste and Quality of Food	50%
Serving Size/ Balanced Menu	35%
Food Variety / Options	15%
TOTAL	100%

8. Cooking and washing are not allowed at the premises. In case the Provider needs electrical supply, they should bring their own extension cord at the training venue.
9. Proper sanitation in accordance with law (under "Food Establishment" as stipulated in Presidential Decree No. 856) shall be observed at all times. The Provider shall guarantee that food is prepared in accordance with sanitation law and shall maintain safe and clean food, equipment and other facilities in the surrounding areas of the activity.
10. The Provider shall ensure that safety precautions are observed, monitored and provided at all times.
11. The Provider shall manage wet and dry garbage properly and also place covered garbage disposal bins around the training venue.
12. Any damage to any of the facilities and equipment of PhilHealth, directly or indirectly, caused by the external provider's personnel shall be charged to the account of the Provider.
13. The Provider shall remove all things brought to the HRD Learning and Development Hub immediately after the event. The Provider shall allow the PhilHealth security personnel to check, if warranted, the wares and equipment to be brought out of the HRD Training Room premises.
14. For meal providers who have rendered service with HRD, they must have earned at least 90% Performance Rating to serve as basis for the next bidding process.
15. The Provider must agree with the sent-bill scheme and comply with all the requirements that will be needed by the Secretariat for the Bids and Awards Committee (SBAC) of PhilHealth and PhilHealth Comptrollership Department during the processing of the payee's voucher such as but not limited to, if applicable:
 - a. BIR Annual Tax Return
 - b. Latest Proof of PhilHealth Contribution
 - c. PhilGeps Registration
 - d. Sample of Official Receipt
 - e. SEC Certificate of Registration, Updated Mayor's/Business
 - f. Statement of Account/Billing Statement/Sales Invoice

GENERAL PROVISIONS:

1. The Meal Provider shall be blacklisted from the roster of PhilHealth's provider in case any provision in the agreed contract and Technical Specifications are retracted or were not completely rendered. A recommendatory report to blacklist the provider shall be prepared by the HRD for approval of the Human Resource Development Committee (HRDC) and dissemination for the information of all offices and departments in PhilHealth.
2. The Meal Provider shall undertake to comply with Officer Order No. 0018-2015 entitled "Reiteration of PhilHealth No Gift Policy (Revision 1)", which enforces that "No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or judicial entity, whether from the public or private sector at any time, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest."
3. Delay or failure to comply with or breach of any of the terms and conditions of the contract with PhilHealth, if occasioned by or resulting from an act of God or public enemy, fire, explosion, earthquake, perils of the sea, flood, war declared or undeclared, civil war, revolution, civil commotion or other civil strife, riot, strikes, blockade, embargo, sanctions, epidemics, act of any Government or other Authority, compliance with Government orders, demands or regulations, or any circumstances of like or different nature beyond the reasonable control of the Party so failing, will not be deemed to be a breach of the agreement nor will it subject either Party to any liability to the other.
4. Should either Party be prevented from carrying out its contractual obligations as a result of a force majeure event, the Parties shall come to a mutually acceptable arrangement, as to the best date and time to deliver the expected service for both the meal provider and PhilHealth Training and Development Team, without liability for either Party.

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

Signature over Printed Name

Position / Designation

Date