

REQUEST FOR QUOTATION

Date: May 27, 2025
RFQ No. 2025-116

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:

WOMEN'S MONTH: OUTREACH PROGRAM **(VARIOUS ITEMS)**

Approved Budget : **₱102,840.00**
Purchase Request No/s : 25-0249-SVP, HRD
Delivery Period : **Seven (7) days before the schedule of the activity**
(June 03, 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 29, 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


MS. JHINKA MAE Y. ONG
BAC Secretariat/Canvasser
ongj@philhealth.gov.ph


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

The Provider 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); and
4. 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**.

“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 | 1 lot | 102,840.00 | ₱102,840.00 | Procurement for the Conduct of Women’s Month: Outreach Program (Various Items) | | | |
| | | | | See attached “ANNEX C” for Technical Specifications | | | |
| | | | ₱102,840.00 | | | TOTAL: | |

| | |
|--|--|
| COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O. / J.O. | Statement of Compliance (“Comply” or “Not Comply”) |
| Seven (7) days before the schedule of the activity (June 03, 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 Procurement of Various Items for the Women's Month Outreach Program

| | |
|----------------------------|--|
| Objective | As part of the National Women's Month Celebration, a visit to a women's institution will be conducted on June 10, 2025. Grocery items as giveaways will be distributed to the institution and children |
| Item Specifications | |
| Items | <ul style="list-style-type: none">○ Grocery items<ul style="list-style-type: none">• 30 cartons of fresh milk, 1 liter each• 30 packs of chocolate powdered milk, 1kg each• 96 pieces of canned corned beef, 150 grams each• 96 pieces of canned tuna flakes, 155 grams each• 30 boxes of powdered milk drink for children over 3 years old, 1.6 kg each• 15 pieces of oyster sauce, ½ gallon each• 15 bottles of fish sauce, 1 liter each• 15 bottles of vinegar, 1 liter each |
| Warranty | When applicable, food items should have an expiration date of at least one (1) year from the date of purchase |
| Terms of Payment | Send-bill arrangement (Payment shall be based on the actual number of the delivered grocery items) |
| Delivery Schedule | <p>The winning supplier must supply and deliver the items to the PhilHealth Head Office within five (5) calendar days after receipt of Job Order.</p> <p>The supplier shall bear all costs of delivery of goods to the PhilHealth Head Office.</p> <p>Non-compliance to the delivery schedule is subject to penalty computation based on the existing rules of the revised IRR of RA 9184.</p> |
| <i>Nothing follows</i> | |

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

Signature over Printed Name

Position / Designation

Date