

REQUEST FOR QUOTATION

SVP RFQ NO 2025-072

PhilHealth Region III, through its Bids and Awards Committee intends to procure the following:

Project Title	CONDUCT OF EMPLOYER'S FORUM (GOVT ACCOUNTS)
Approved Budget for the Contract	Php72,500.00
Mode of Procurement	SMALL VALUE PROCUREMENT
Deadline of Submission	MAY 28, 2025

GENERAL CONDITIONS:

1. All entries must be typewritten or written legibly in print.
2. Price validity shall be for a period of **90 calendar days**
3. Mandatory Requirements:
 - a. 2025 Mayor's Permit or Business Permit
 - b. PhilGEPS' Proof of Registration or PhilGEPS Certificate
 - c. PhilHealth Certificate of Updated Contribution
 - d. DTI or SEC Registration Certificates (whichever is applicable)
 - e. BIR 2303 Registration Certificate
 - f. TAX Clearance Certificate
 - g. Omnibus Sworn Statement (if applicable)
 - h. Annual Income / Business Tax Return for ABC 500k
 - i. The completed form shall serve as your formal quotation. Please submit your proposal to PhilHealth Region 3, City of San Fernando(P) or through electronic mail at macalino@philhealth.gov.ph


ARNAIZ M. MACALINO
 Official Canvasser

Date: _____

After having carefully read and accepted the general conditions in your Request for Quotation, hereunder is our quotation valid until _____

Qty.	Unit	Item Description / Specification	Approved Budget for the Contract	Total Cost
100	Pack	CONDUCT OF EMPLOYER'S FORUM (GOV'T ACCOUNTS) AM Snacks: pasta with bread and drinks LUNCH: managed buffet lunch with 1 rice, 3 viands chicken/pork/vegetable, dessert and drinks PM Snacks: sandwich and drinks	Total Cost: ₱72,500.00	
		See attached technical specifications		

Company Name: _____
 Business Address: _____
 Name and Signature of Authorized Representative: _____
 Contact Number of Authorized Representative: _____
 Email Address: _____

TECHNICAL SPECIFICATIONS CONDUCT OF EMPLOYERS' FORUM (GOVERNMENT ACCOUNTS) *For Procurement of Meals*

I. ACTIVITY:

Conduct of Employers' Forum (Government Accounts)

II. OBJECTIVES:

1. To find a supplier within the jurisdiction of LHIO Sta. Maria that will meet the meal requirements and specifications as stated in this letter.
2. To find a supplier compliant to the documentary requirements of procurement in government office.

III. DETAILED SPECIFICATIONS:

Date/Schedule: Within the month of June 2025

Venue: Within the area of LHIO Sta. Maria, Bulacan

Meal Requirement:

Particulars	Type	Remarks
AM Snack	Pasta with bread and drinks	For 100 pax
Lunch	Managed buffet lunch with 1 rice, 3 viands-chicken/pork/vegetable, dessert and drinks	
PM Snacks	Sandwich with drinks	

IV. PARTICIPANTS:

Participants of the activity will be as follows:

No	Particulars	# of Pax
1	PhilHealth Officers and Staff	8
2	Employers/Representatives from Large Accounts of LHIO Sta. Maria	92
TOTAL:		100

V. BUDGETARY REQUIREMENTS:

Particulars	No. of Pax	Budget per Pax (Php)	Total Amount (Php)
-AM Snack (Pasta with bread and drinks) -Lunch (Managed buffet lunch with 1 rice, 3 viands-chicken/pork/vegetable, dessert and drinks -PM snacks (Sandwich with drinks)	100	750.00	75,000.00
TOTAL:			P75,000.00

Meals and other ancillary expenses for this activity, shall be chargeable against the COB CY 2025 under Marketing and Promotion Expense of PRO III-B –subject to the usual accounting and auditing rules and procedures.

VI. MODE OF PROCUREMENT

Small value procurement.

VII. DELIVERY PERIOD:

The delivery date shall be agreed upon by the supplier and the end-user.

VIII. PAYMENT TERM:

Payment of the meals shall be in Philippine Pesos and will be based on the agreed amount inclusive of VAT and payable within the fifteenth day (15th) day of the receipt of statement of account.

IX. EXPECTED OUTPUT:


At the end of this activity, the participants are expected to have:

1. Be updated with the latest circulars, programs and policies of the corporation.
2. Have a broader insight on the processes in membership registration, collection and availment of benefits.
3. Increased awareness among all key stakeholders.
4. Aired their issues and concerns, from both the employers and PhilHealth.


Prepared by:


PLACIDO L. MALLARI, JR.
Chief Social Insurance Officer
LHIO Sta. Maria

Certified Budget Available:


LILIBETH P. POLINTAN
Budget Officer Designate
Comptrollership Unit


Recommending Approval:


ARLAN M. GRANALI
Acting Branch Manager
PRO III-B

Approved by:


HENRY V. ALMANON
Acting, Vice President, PRO III

By the Authority of the Acting Vice President:


IZA D. MAGNO, MD
MD VII, ACTING Chief, HCDMU
OIC for the OVP (Procurement)
Date: 