



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **Rental of Mobile Lights and Sounds System and LED Walls for the Insurance Commission** during the IC Strengthening Week 2020, subject to the attached Terms of Reference (TOR) stated herein, and submit their quotations duly signed by their representatives not later than **20 January 2020**:

NAME OF PROJECT	Rental of Mobile Lights and Sounds System and LED Walls for the Insurance Commission (IC) Strengthening Week 2020
PURCHASE REQUEST/REF. NO.	2020 – 01 – 007
LOCATION	Meeting Room 1 Delegation Building Philippine International Convention Center (PICC) PICC Complex Roxas Boulevard, Manila
APPROVED BUDGET	One Hundred Fifty Thousand Pesos (PhP150,000.00) <i>including all applicable taxes</i>

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number (02) 8523-8461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
 1071 United Nations Ave., Ermita, Manila

- ORIGINAL SIGNED -

EDWIN CORNELIUS A. LAUZ

Chairperson

Bids and Awards Committee

TERMS OF REFERENCE

Rental of Mobile Lights and Sounds System and LED Walls for the Insurance Commission 2020 IC Strengthening Week 28 January 2020

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **One Hundred Fifty Thousand Pesos Only (Php150,000.00)**. Prices are inclusive of taxes and all applicable charges.

II. Item Specifications

LIGHTS SYSTEM/LIGHTING EQUIPMENT
24 units LED Par RGBW
8 units Moving Head Beam 280
12 units LED Par White Amber
1 unit Follow Spot with Stand
1 unit Digital Lights Controller with Dimmer
2 units Tripod Stand
1 lot Power Cables and Connectors

SOUNDS SYSTEM
8 units Line Array Type Speakers
4 units Loud Sub-woofer
6 units Monitor Speakers
1 unit Digital Mixing Console
1 unit Audio Mixer (CDj)
1 unit Laptop
4 units Wired Microphones
2 units Wireless Microphones
4 units Boom Microphones
4 Microphone Stand
1 unit Power Distributor
1 lot Main Power Line
1 lot Patching and Snake Cable
1 lot Power Cables, Connectors, Extension Wires

LED WALL EQUIPMENT
2 units 9 feet x 12 feet P3 LED Wall
2 units Video Processor
1 unit Video 4x Switcher
2 units Sender Box Server
1 unit Computer Laptop
1 lot Power Cord Connector
1 lot Cat5 Signal Cable
1 set Steel Brace Lock
1 set Patching Cable
1 set Back Stand Support / Scaffolding
1 lot Counter Weight
1 set Platform Panel Riser (max 4 feet)
1 lot Main Power Cord
1 lot Cat5 Cable Connector

OTHERS
2 units 55" LED TV with Stand
1 lot Cables/Connectors for Live Feed
1 lot Music Stand

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 No. 9184, otherwise known as the Government Procurement Reform Act.

IV. Schedule of Delivery and Installation

The schedule of delivery and installation should be on **27 January 2020 (Monday) 10:00 PM** at the **Meeting Room 1, Delegation Building, Philippine International Convention Center, PICC Complex, Roxas Boulevard, Manila.**

V. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every hour of extension of the delivery and installation.

VI. Other Documents Required for Awarding of Contract

1. Proof of PhilGEPS Registration
2. Mayor's/Business Permit
3. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement

VII. General Conditions of the Contract

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;
2. PhilGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the RFQ;
3. 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; and
4. 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 VI of the Terms of Reference, as appropriate.

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.

- ORIGINAL SIGNED -
EDWIN CORNELIUS A. LAUZ
Head, Logistics Sub-Committee
IC Strengthening Week 2020

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head

of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory