



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers to submit their lowest price quotation on the items listed below, subject to the provisions of Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	<b>Supply, Delivery and Installation of Brand-New Air-conditioning unit (ACU) and Dismantling of existing ACU</b>
<b>REFERENCE NO./PR NO.</b>	2020-06-126
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET FOR CONTRACT (ABC)</b>	Php 145,000.00
<b>MODE OF PROCUREMENT:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)
<b>DELIVERY &amp; INSTALLATION PERIOD</b>	Must be completed in seven (7) calendar days upon receipt of Notice to Proceed (NTP)
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION/S</b>	20 July 2020, 12:00NN

The **SEALED QUOTATION** with the enclosed Reply Slip must be submitted **not later than 20 July 2020, 12:00NN** to the Administrative Division per contact information below:

- Contact persons:** Mr. Rey M. Gannaban – IC Administrative Aide II  
 rm.gannaban@insurance.gov.ph
- Mr. Crisostomo O. Ferrer – IC Administrative Officer III  
 co.ferrer@insurance.gov.ph
- Office Address:** Second Floor, Administrative Division, Insurance Commission Main Office Bldg., 1071 United Nations Ave., Ermita, Manila
- Telephone Nos.:** 85238461 to 70 local 120; 85243548

**REVELYN R. MOJICA**  
 IC Division Manager  
 Administrative Division

Manila, 15 July 2020

## TERMS OF REFERENCE (TOR)

### Supply, Delivery and Installation of Brand-New Air-conditioning unit (ACU) and Dismantling of existing ACU

#### I. SCOPE

1. The Supplier/Bidder quotation shall bid for the entire lot which shall include all items enumerated below and should not exceed the Approved Budget for the Contract (ABC) of PHP145,000.00

ARTICLES AND SPECIFICATION	QUANTITY AND UNIT
<b>General Requirement:</b>  3.0 Tonner Floor Mounted air-conditioning unit (ACU) Inverter Type bundled with 50 ampere circuit breaker 2 Pole, Bolt-on, and an enclosure compliant with NEMA Type 3 weather proof standard  Location: Office of the Commissioner	One (1) unit

<b>ACU Minimum Technical Requirements</b>		
<b>Nominal Data</b>		
Power Supply	V/Ph/Hz	230/1/60
Refrigerant		R410A
<b>Physical Data</b>		
Indoor Unit Dimension (WxHxD)	mm	540x1,825x410
Unit Weight	kg	50.8
Sound Level(low)	dB(A)	46
Outdoor Unit Dimension (WxHxD)	mm	1,030x810x420
<b>Performance Data</b>		
Cooling Capacity	kJ/Hr	14,300-40,000
System power input	Watts	740-3640
EER	kJ/W-Hr	11- 19.3
Air flow (H/M/L)	m <sup>3</sup> /Hr	1,750/1,490/1,200
<b>Piping</b>		
Liquid	mm∅	∅9.52 (3/8")
Gas	mm∅	∅15.88 (5/8")
Connection		flare
Maximum Pipe line	m	30
Maximum Vertical Separation	m	10
<b>Warranty:</b> Based on the manufacturer standard bundled with semi-annual preventive maintenance		

All parts and/or equipment to be supplied must be brand-new and compliant with safety standards and of reputable quality known in the market.

## II. Terms of Payment

1. **The price quotation**, to be denominated in Philippine Pesos, **shall include all taxes, duties and/or levies payable.**
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the Insurance Commission.

The Insurance Commission shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

## III. SPECIAL CONDITIONS

### ***Qualifications of the Supplier***

1. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.
2. The supplier/bidder must at least have a certified electrician, if not a licensed engineer.
3. All prospective suppliers/bidders, prior to submitting their respective quotations, are required to inspect and examine the site and surroundings of the Proposed Project to arrive at an estimated cost for the labor, materials, equipment and services necessary to implement the project.

The site inspection and examination shall be allowed from **9:00 AM to 12:00 NN during working days**. Any costs incurred during the site inspection shall be for the account of the prospective suppliers/bidders. For this purpose, each prospective suppliers/bidders shall submit a **Site Inspection Certificate** issued by the Procuring Entity, which shall constitute part of the eligibility documents.

4. The Bidder shall submit as part of its Technical Documents the **Product Brochure** of the brand/model being offered showing compliance to the technical specifications.

### ***Delivery of Services***

5. The supplier shall deliver the items at the **IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila, and shall be completed within seven (7) calendar days, including testing and commissioning, upon receipt of Notice to Proceed (NTP).**

### ***Limitation of Liability***

6. Subject to the Insurance Commission's obligation to pay the price due to the supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of, or in connection with, this TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the price.

### **Termination**

7. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
8. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other party to do so.
9. Any termination of the Agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or to continue in force on or after such termination.


### **Miscellaneous**

10. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
12. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
13. It is understood that all the relevant provisions of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA), and its 2016 Revised Implementing Rules and Regulation (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

### **IV. GENERAL CONDITIONS**

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
2. PhilGEPS Registration Number is required to be submitted **along with the sealed quotation**.
3. The **sealed quotation** shall be submitted personally to the IC Administrative Division, Second Floor, IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila **not later than 20 July 2020, 12:00NN**.
4. The bidder **with the lowest calculated proposal/quotation** shall undergo post-qualification and may be required to show the original copies of the following, as appropriate:
  - a. Mayor's Business Permit;

- b. Proof of PhilGEPS Registration;
  - c. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
  - d. Latest Income/Business Tax Return;
  - e. Proof of satisfactorily providing similar services to other government agencies; and
  - f. Omnibus Sworn Statement (template attached).
5. **The Insurance Commission 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 the 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.**

  
**REVELYN R. MOJICA**  
IC Division Manager  
Administrative Division

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for **Supply, Delivery and Installation of Brand-New Air-conditioning unit (ACU) and dismantling of existing ACU**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Unit Cost</i>	<i>Total Cost</i>
I. 3.0 Tonner Floor Mounted air-conditioning unit (ACU) Inverter Type bundled with 50 ampere circuit breaker 2 Pole, Bolt-on, and an enclosure compliant with NEMA Type 3 weather proof standard (All parts and/or equipment to be supplied must be brand-new and compliant with safety standards and of reputable quality known in the market.)	One (1) unit		
II. Dismantling of existing ACU			
Total amount Bid			

**Note: Total cost should not exceed the ABC in the amount of (Php145,000.00). It must be inclusive of 12% VAT and all other applicable taxes and charges.**

In compliance with the TOR, **original and duly notarized Omnibus Sworn Statement** is enclosed. Certified true copies of the following valid documents are likewise enclosed:

- a. Mayor's Business Permit;
- b. Proof of PhilGEPS Registration;
- c. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
- d. Latest Income/Business Tax Return; and
- f. Proof of satisfactorily providing similar services to other government agencies.

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_

# Omnibus Sworn Statement

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## 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