



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **28 December 2021, 12:00 Noon**:

<b>NAME OF PROJECT</b>	<b>Procurement of Various Information Technology Equipment for the Insurance Commission (Re-bidding)</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2021 – 12 – 262</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	<b>Nine Hundred Ninety-Five Thousand Pesos (Php995,000.00) inclusive of taxes and other charges</b>
<b>DELIVERY PERIOD</b>	Procurement of Various Information Technology (IT) Equipment (Re-bidding) shall be delivered <b>within Forty-Five (45) days upon receipt of Notice to Proceed (NTP)</b>

**I. TERMS OF REFERENCE:**

**Following are the minimum technical specifications of Various Information Technology Equipment:**

<b>I</b>	<b>DESKTOP DOCUMENT SCANNER</b>	<b>7</b>	<b>sets</b>
	Image Sensor Type	Contact Image Sensor	
	Scanning Side	Simplex/Duplex	
		Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, Active Threshold, 256-level Grayscale, 24-bit Color, Auto Color Detection	
	Daily Scan Volume	4,000 pages/day	
	Scanning Speed	(Simplex / Duplex): *B&W: Up to 45 ppm / Up to 90 ipm Grayscale: Up to 45 ppm / Up to 90 ipm Color: Up to 45 ppm / Up to 90 ipm	

	Feeder Capacity	Up to 60 sheets		
	Paper Size	Width: up to 8.5" Length: up to 14" Long Document mode: up to 118"		
	Interface	USB 3.2 Gen1x1 / USB 2.0, IEEE802.11b/g/n, 10Base-T/100Base-TX/1000Base-T		
	High Quality Image Processing Features	Automatic Cropping, Automatic rotation, Automatic color detection, Blank Page Detection, MultiStream, Background Cleaning, Edge Correction, Deskew, Hole Punch Removal, Streaks Correction, Manual Feed Mode, Barcode Recognition, Document Separation, OCR, Zonal OCR		
	Scanner Driver/Software	ISIS/TWAIN driver, CaptureOnTouch, Wireless Connection Tool, CaptureOnTouch Job Tool, PowerPDF		
	Supported File Types	TIFF, BMP, PDF, JPG, Searchable PDF, PDF/A		
	OS Support	Windows OS and Mac OS		
	Warranty	Two (2) years warranty on service, parts, and labor onsite		
<b>II</b>	<b>LASER PRINTER, MONOCHROME</b>	<b>7</b>	<b>sets</b>	
	Print Technology	Laser		
	Resolution	Up to 1200 x 1200 dpi		
	Standard Memory	512 MB		
	Process Speed	1.2 GHz		
	Duty Cycle	Up to 250,000 pages		
	Connectivity	Hi-Speed USB 2.0 device port Gigabit Ethernet 10/100/1000T Network		
	Network Ready	Yes		
	Minimum System Requirements	Windows 7/8.1/10 or later 32/64-bit Mac OS version 10.13 or later		
	Media sizes supported	100-sheet multipurpose Tray 1: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS), Envelope: B5, C5, C6, DL; 550-sheet input Tray 2: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS); 550-sheet optional feeder: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS); 2000-sheet optional HCI: A4; 75-sheet optional envelope feeder: B5, C5, C6, DL		
	Accessories	AC Power Cord USB Cable Two (2) Extra Toner Cartridges Automatic Duplexer		

	Warranty	Three (3) years on parts and services on-site.
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider
<b>III</b>	<b>WEB CAMERA FOR VIDEO CONFERENCING AND VIDEO CALLING</b>	<b>20 sets</b>
	Resolution	1080p / 30fps (up to 1920 x 1080 pixels) with supported clients H.264 video compression
	Type	USB Webcam
	Max Resolution	1920 x 1080 pixels
	Video Resolution	Full HD
	Built-In Mic	Single Digital Mic.
	Frame Rate	30fps
	USB Connectivity	USB-A plug-and-play
	Compatibility	Windows 10 or later, macOS 10.10 or later, Chrome OS, USB-A Port
	Warranty	One-year manufacturer's warranty

## II. SCHEDULE OF DELIVERY:

**Procurement Various Information Technology (IT) Equipment shall be delivered within Forty-five (45) calendar days** upon receipt of the **Notice to Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

## III. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered item/s.

## IV. GENERAL CONDITIONS:

1. All entries in the Reply Slip/Quotation shall be typewritten in the company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
2. The duly accomplished and signed Reply Slip, including the required documents enumerated therein, shall be submitted in person or through email not later than **12:00 NN, 28 December 2021** to **Mr. JUAN CARLO R. FLORENCIO (jcr.florencio@insurance.gov.ph)** at contact numbers (02) 8523-8461 to 70 loc. 107 or +63 0956-5313531.

3. ***A Certified True Copy of the supplier's/bidder's valid PhilGEPS Registration Certificate, Original copy of the duly notarized Omnibus Sworn Statement (template attached), Mayor's Permit, SEC Registration and Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. For verification/validation purposes, the supplier/bidder with the lowest calculated quotation shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:
  1. Valid PhilGEPS Registration Certificate;
  2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
  3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
  4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
  5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
  6. Latest Income/Business Tax Returns (ITR).
5. The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.
6. The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.



**EDWIN CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

24 December 2021

## 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 the Procurement of Various Information Technology Equipment for the Insurance Commission, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Desktop Document Scanners	7	sets		
2	Laser Printer, Monochrome	7	sets		
3	Web Camera for Video Conference and Video Calling	20	sets		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ )  
(PhP )

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

1. Notarized Omnibus Sworn Statement using prescribed template/format;

**Certified copies of the following documents are likewise enclosed:**

1. Valid PhilGEPS Registration Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;

3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
6. Latest Income/Business Tax Returns (ITR).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*