



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the attached Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Preventive Maintenance (PM) of Existing Edwards Fire Alarm System Model QS4-5-G-2 (Re-Bidding)
REFERENCE NO./PR NO.	2021-07-147
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCEREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR CONTRACT (ABC)	PHP 73,000.00 <i>inclusive of VAT and other charges</i>
DELIVERY PERIOD	Must be completed in five (5) working days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>13 October</u> 2021, at 12:00 NN

The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents, **must be submitted in person or through email not later than 12:00 NN, 13 October 2021** to the Administrative Division – General Services Section through the following:

- Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer III
Mr. Rey M. Gannaban, IC Administrative Aide II
- Office Address : Administrative Division, 2nd Floor IC Main Office Building,
1071 United Nations Avenue, Manila
- Telephone Numbers : 85238461 to 70 local 120; 85243548
- Mobile Numbers : 09163998399 / 09175312298
- Email Address : co.ferrer@insurance.gov.ph
rm.gannaban@insurance.gov.ph

REVELYN R. MOJICA
 IC Division Manager
 Administrative Division

Manila, 04 October 2021

TERMS OF REFERENCE

One (1) Year Preventive Maintenance (PM) of Existing Edwards Fire Alarm System Model QS4-5-G-2

I. SCOPE

1. The supplier/bidder shall bid for a One (1) Year PM of Existing Edwards Fire Alarm System Model QS4-5-G-2 with One (1) Time Cleaning and Quarterly Inspection/Checking located at the IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include ***all*** items enumerated below and should not exceed the approved Budget for the Contract.

Item No.	Item and Description	Quantity	Unit
	<i>One Year PM of Existing Edwards Fire Alarm System Model QS4-5-G-2</i> a) QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel; b) SIGA-278 Addressable Detectors Stations; c) SIGA-PS Addressable Smoke Detectors; d) SIGA-HRS Addressable Heat Detectors; e) MB6-24 Conventional Fire Alarm Bell, 6" Diameter; f) Re-tightening of Base Connection; and g) Testing run and commissioning.	1	Lot

II. TERMS OF PAYMENT

3. **The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.**
4. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
5. Price validity must be for a period of sixty (60) days from submission of quotation.
6. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items/services. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

7. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.

8. The supplier/bidder must at least have a duly certified technician relative to the project.
9. All prospective suppliers/bidders, prior to submitting their respective bids, **are required to inspect and examine the site and surroundings involved in the Project**, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed on 05 - 08 October **2021 at 9:00 AM until 12:00 NN**. Any costs incurred during the site inspection shall be for the account of the prospective supplier/bidder. **For this purpose, each prospective supplier/bidder shall submit a Site Inspection Certificate (template attached) issued by the Procuring Entity, which shall constitute as part of the documentary requirement.**

Delivery of Services

10. The supplier shall perform the One (1) Year PM of Existing Edwards Fire Alarm System Model QS4-5-G-2 with One (1) Time Cleaning and Quarterly Inspection/Checking and shall commence within seven (7) days upon receipt of the Notice to Proceed (NTP).
11. The One (1) Year PM with One (1) Time Cleaning and Quarterly Inspection/Checking activities shall not exceed five (5) working days every activity unless otherwise allowed by the Procuring Entity or its authorized representative for reasonable cause.
12. The supplier/bidder must provide a workmanship warranty of at least ninety (90) days after service inspection and acceptance.

Limitation of Liability

13. 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

14. The agreement between the IC 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.
15. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which if not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other party to do.
16. 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 continue in force on or after such termination.

Miscellaneous

17. 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.

18. 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.
19. 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 Seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
20. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as (Government Procurement Reform Act) of the Revised Implementing Rules and Regulation-A (RIRR-A) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

IV. GENERAL CONDITIONS

21. These TOR shall be deemed an integral part of the bid.
22. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
23. **Proof of PhilGEPS Registration is required to be submitted inside the sealed quotation.**
24. The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents, **must be submitted in person to the Administrative Division – General Services Section or through email at co.ferrer@insurance.gov.ph and rm.gannaban@insurance.gov.ph not later than 12:00 NN, 13 October 2021.**
25. The bidder *with the lowest calculated proposal/quotation* shall undergo post-qualification and may be required to show proof of authenticity of the following, as appropriate:
 - a. Proof of PhilGEPS Registration;
 - b. Business Registration (SEC/DTI/CDA)
 - c. Mayor's Business Permit;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
 - e. Latest Income/Business Tax Return;
 - f. Proof of satisfactorily providing similar services to other government agencies within two (2) years immediately preceding the submission of quotation; and
 - g. Notarized Omnibus Sworn Statement (see attached template/format).
26. 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.


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 of One (1) Year PM of Existing Edwards Fire Alarm System Model QS4-5-G-2**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
<i>One (1) Year PM of Existing Edwards Fire Alarm System Model QS4-5-G-2:</i> a. <i>QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel;</i> b. <i>SIGA-278 Addressable Detectors Stations;</i> c. <i>SIGA-PS Addressable Smoke Detectors;</i> d. <i>SIGA-HRS Addressable Heat Detectors;</i> e. <i>MB6-24 Conventional Fire Alarm Bell, 6" Diameter;</i> f. <i>Re-tightening of Base Connection; and</i> g. <i>Testing run and commissioning</i>	1 Lot	
TOTAL BID PRICE, Php		
Note: 1. Total cost should not exceed ABC Pesos (Php) 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

In compliance with the TOR **certified true copies** of the following required documents are enclosed:

- a. Proof of PhilGEPS Registration;
- b. Business Registration (SEC/DTI/CDA)
- c. Mayor's Business Permit;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
- e. Latest Income/Business Tax Return;
- f. Proof of satisfactorily providing similar services to other government agencies within two (2) years immediately preceding the submission of quotation; and
- g. Notarized Omnibus Sworn Statement (**original**).

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date : _____



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CERTIFICATE OF SITE INSPECTION

Project Name : One (1) Year Preventive Maintenance (PM) of Existing Edwards
Fire Alarm System Model QS4-5-G-2 (Project Reference No.
2021-07-147)

Location : Insurance Commission, 1071 United Nation Avenue, Manila

Approved Budget for
the Contract (ABC) : Php73,000.00

Implementing Office : Insurance Commission

This is to certify that the _____ has conducted an ocular or
site inspection on _____ 2021, relative to the above-mentioned project name
with P.R No. 2021-07-147.

Issued this _____ 2021.

REVELYN R. MOJICA
IC Division Manager
Administrative Division

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]