



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):

NAME OF PROJECT	Supply, Delivery, Installation and Commissioning of Spotlights at the IC Main Office in Manila
REFERENCE NO./PR NO.	2020-11-243
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT (ABC)	PHP 285,500.00
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
DELIVERY & INSTALLATION PERIOD	Must be completed in fifteen (15) working days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>11</u> December 2020, 2:00 PM

The **QUOTATION** with the enclosed Reply Slip and other requirements must be submitted **not later than 11 December 2020, 2:00 PM** to the Administrative Division in the 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
- Ms. Crescencia R. Gatchalian – IC Supervising Administrative Officer
cr.gatchalian@insurance.gov.ph
- Office Address:** Administrative Division, Insurance Commission, 2nd Floor
 IC Main Office Bldg., 1071 United Nations Ave., Ermita, Manila
- Telephone Nos.:** 85238461 to 70 local 120; 85243548

REWELYN R. MOJICA
 IC Division Manager
 Administrative Division

Manila, 07 December 2020

TERMS OF REFERENCE

Supply, Delivery, Installation and Commissioning of Spotlights at the IC Main Office in Manila

(P.R. No. 2020-11-243)

I. SCOPE

1. The Supplier's/Bidder's 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 Two Hundred Eighty-Five Thousand Five Hundred Pesos (PHP 285,500.00).
2. The labor and materials to be supplied and installed shall at least satisfy the attached designs (*Typical Flood Light Details and Typical Steel Post Details*) and the following minimum technical specifications:

ITEM	DESCRIPTION	UNIT	QUANTITY
1	70w Weather-proof LED floodlight with 7800 Lumens, 50/60 Hz, 120 degree adjustable positioning and in Daylight color	pcs	7
2	3.5mm THHN lead free Electrical Wire	boxes	6
3	½ PVC Electrical Pipe	pcs	130
4	½ Metal C-clamp	pcs	120
5	Junction Box	pcs	20
6	6x6 Square Box	pcs	15
7	#8 Tox Screw	box	1
8	#6 Tox Screw	box	1
9	½ Electrical Male Adaptor	pcs	50
10	Fine Sand	bag	15
11	Cement	bag	2
12	Clear Sealant	bag	
13	Steel Post	pc	1
14	5x3x20 ft hot dip Galvanized Steel Post complete with anchor bolts and base plates	set	1
15	Ready mix concrete (3000 psi)	m3	0.50
16	10mm dia. RSB Grade 40	kg	88
17	#16 Tie Wire	kg	4.84
18	Painting of pipes and its accessories to match the exterior façade of the IC Main Office Building	lot	1
19	Paint restoration on damaged members during installation	lot	1

3. The winning supplier/bidder shall facilitate all works necessary to complete the project and shall be responsible for the necessary restoration works (e.g., patch and repair) as a result of the installation. If any dismantling work would be necessary to facilitate installations, the same shall be without additional cost and must be requested in writing subject to the approval of the Administrative Division.
4. The supplier shall also conduct general cleaning after work, and shall be liable for any and all accidents, losses and/or damage resulting from inappropriate use of technology and/or installation methodologies.
5. Installation works must be facilitated with utmost care using necessary equipment to ensure safety of personnel and properties including scaffoldings and ladders, as may be necessary.

6. All items/parts/equipment to be supplied must be brand new and compliant with safety standards and of reputable quality known in the market.
7. The goods and services to be supplied must be guaranteed free from defects for at least one (1) year from the date of acceptance by the Administrative Division. The warranty covers repair or replacement of any defective parts, including on-site labor.
8. ***The supplier/bidder shall comply the following:***
 - a. Timely coordination with concerned personnel of the Administrative Division for the conduct of any activity related to the fulfillment of their obligations to IC.
 - b. Provision of all the needed components/materials to complete the installation and connections. IC shall not be responsible for the lack of any components/materials, and it shall be the sole responsibility of the winning bidder to assess and re-assess all needed components/materials.
 - c. Submission of Bill of Materials for the project.

II. TERMS OF PAYMENT AND RELATED PROVISIONS

- a. The price quotation, to be denominated in Philippine Peso, **shall include all taxes, duties and/or levies payable.**
- b. The quoted price shall be considered as fixed and shall not subject to price escalation during contract implementation.
- c. Price validity shall be for a period of thirty (30) days from the submission of quotation.
- d. Payment shall be made within thirty (30) days after the complete delivery/installation of required goods and services, and acceptance thereof by the IC. 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/Bidder

1. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.
2. The supplier/bidder must have business experience similar to the project to be implemented, and must have at least 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 09 to 10 December 2020, 9:00 AM to 12:00 NN. Any cost incurred during the site inspection shall be for the account of the prospective suppliers/bidders. For this purpose, each

prospective supplier/bidder shall submit a **Site Inspection Certificate** issued by the Procuring Entity, which shall form part of the eligibility documents.

4. 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.

Delivery

5. The supplier/bidder shall complete the delivery of all goods and services involved at the **IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila, and shall be completed in fifteen (15) working days, including testing and commissioning upon receipt of the Notice to Proceed (NTP).**

Limitation of Liability

6. Subject to the IC's obligation to pay the price due to the supplier/bidder, 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 IC and the supplier/bidder 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 so to do.
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 rights based on the agreement under this TOR at any time for 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 No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised

Implementing Rules and Regulations (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

1. This TOR shall be deemed an integral part of the bid/quotation.
2. All entries in the bid/quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
3. Proof of PhilGEPS Registration is required to be submitted along with the quotation.
4. The **quotation** shall be submitted **personally to the Administrative Division, 2nd Floor IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila, or via email to the email addresses indicated in the Request for Quotation (RFQ), not later 11 December 2020, 2:00 PM.**
5. 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) Business Registration (SEC/DTI/CDA);
 - c) Proof of PhilGEPS Registration;
 - d) Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
 - e) Latest Income/Business Tax Return; and
 - f) Omnibus Sworn Statement (template attached).
6. 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 conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Supply, Delivery, Installation and Commissioning of Spotlights at the IC Main Office in Manila**, I/We quote you on the items at prices noted below:

Quantity	Unit	Item and Description	Unit Price	Total Price (VAT Inclusive)
1	Lot	Supply, Delivery, Installation and Commissioning of Spotlights at the IC Main Office in Manila (P.R. No. 2020-11-243)		
Total Amount				
<i>Note:</i> 1. Total cost should not exceed ABC in the amount of PHP 285,500.00; 2. Price quotation must be inclusive of 12% VAT and all other applicable taxes and charges for labor and materials per scope of work.				

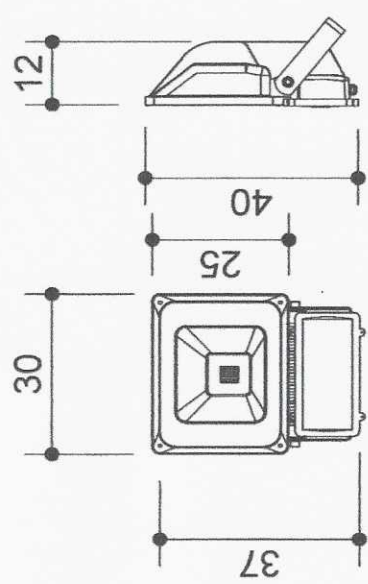
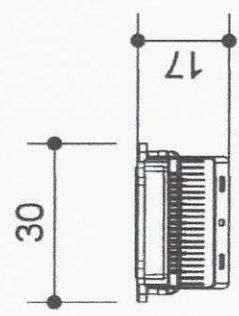
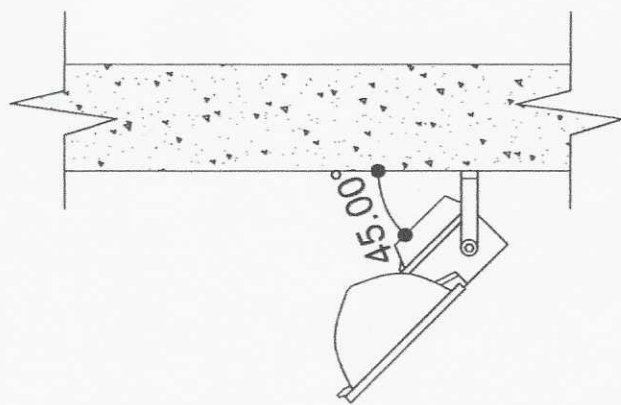
In compliance with the TOR, **original and duly notarized Omnibus Sworn Statement** is enclosed. **Certified true copies** of the following valid documents are likewise enclosed:

- a) Mayor's Business Permit;
- b) Business Registration (SEC/DTI/CDA);
- c) Proof of PhilGEPS Registration;
- d) Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
- e) Latest Income/Business Tax Return.


Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date : _____



INSURANCE COMMISSION
A TYPICAL FLOOD LIGHT DETAIL
 SCALE NTS

DATE: 11-28-20	SCALE: NTS	DWG. NO.: AR-01
DRAWN BY: JPS	CHECKED BY:	SHEET NO.: 01-02
APPROVED BY:	 DENNIS B. FUINA INSURANCE COMMISSIONER	
PROJECT NAME: FLOOD LIGHTS DETAILS	LOCATION: 71271 UNITED NATIONS AVENUE, BOSTON, MASSACHUSETTS	
REVISIONS:	REVISION: 01 DATE: 11/28/20 BY: JPS	PROJECT NO.: 23217 ARCHITECT: JAN CRISTOPHER P. SALINAS
PROJECT NO.: 23217 ARCHITECT: JAN CRISTOPHER P. SALINAS	ENGINEER: FRANCIS ANTHONY G. VALDERRAMA ENGINEER REG. NO.: 87715 EXPIRES: 07/17/2019	PROJECT NO.: 23217 ARCHITECT: JAN CRISTOPHER P. SALINAS REG. NO.: 85810 EXPIRES: 07/17/2019

2 SETS OF 70W FLOOD LIGHT

500

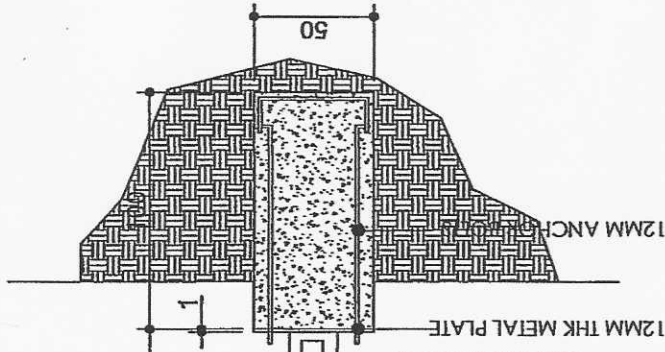
5X3 GALVANIZED POST

HAND HOLE COVER


12MM THK METAL PLATE

12MM ANCHOR

50



INSURANCE COMMISSION
A TYPICAL STEEL POST DETAIL
SCALE

DATE 11-28-20 DRAWN BY CHECKED BY APPROVED BY	SCALED HTS FPS	DWG NO. AR-01
		SHEET NO. 01-02
APPROVED BY  DENNIS B. FUNA INSURANCE COMMISSIONER		PROJECT NAME FLOOD LIGHTS DETAILS
REVISIONS PLACED IN SET 33 <small>ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FLORIDA BUILDING CODE AND THE FLORIDA ELECTRICAL CODE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE LATEST EDITIONS OF THE FLORIDA BUILDING CODE AND THE FLORIDA ELECTRICAL CODE.</small>		LOCATION: 1101 UNITED NATIONS AVENUE, TALLAHASSEE, FLORIDA, USA
ARCHITECT JAN CHRISTOPHER P. SALINAS <small>PRO. NO. 12317 ISSUED: 07/19/2011</small>	ENGINEER FRANCIS ANTONY G. VALDERRAMA <small>PRO. NO. 18717 ISSUED: 07/22/2011</small>	THE NO. <small>ISSUED: 07/22/2011</small>

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



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



CERTIFICATE OF SITE INSPECTION

This is to certify that the _____ [Company Name] has conducted an ocular or site inspection on ____ December 2020, relative to the requirement of the project hereunder specified:

NAME OF PROJECT	Supply, Delivery, Installation and Commissioning of Spotlights at the IC Main Office in Manila
REFERENCE NO./PR NO.	2020-11-243
LOCATION	Insurance Commission Main Office Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	Two Hundred Eighty-Five Thousand Five Hundred Pesos (PHP 285,500)
IMPLEMENTING OFFICE	Administrative Division

Issued this _____ December 2020.

REVELYN R. MOJICA
Division Manger
Administrative Division