



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



REQUEST FOR QUOTATION

Name of Supplier/Bidder : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No.: _____

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

NAME OF PROJECT:	Supply and Delivery of Various Toner Cartridges of the Insurance Commission
PURCHASE REQ. / REFERENCE NO.	2020-10-212
LOCATION	1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR CONTRACT	LOT#1 – Php195,000.00 LOT#2 – Php95,500.00

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 10:00AM, 22 December 2020** to the Administrative Division in the contact information below:

Contact person: Ms. Jenina Roussel A. Vergara – IC Administrative Officer I
Office Address: Second Floor, Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (02) 8523-8461 to 70 local 120
E-mail: ira.vergara@insurance.gov.ph

Edwin A. Lauz
EDWIN CORNELIUS A. LAUZ
 IC Division Manager
 Information Technology Division
 Manila, 18 December 2020

TERMS OF REFERENCE

Supply and Delivery of Various Toner Cartridges of the Insurance Commission (P.R. No. 2020-10-212)

I. Terms of Reference

1. Prospective bidders shall bid for the **Supply and Delivery of Various Toner Cartridges of the Insurance Commission** with the following specifications:

LOT	DESCRIPTION	QUANTITY	UNIT
1	Toner Cartridge for Lexmark MS810DN Printer a. Lexmark Toner Cartridge Part No. 52D5H00 / 52D3H0E, Black Cartridge	10	cartridge
2	Toner Cartridge for HP LaserJet Enterprise M604dn (E6B68A) Printer b. HP 81A Black Original LaserJet Toner Cartridge, CF281A	10	cartridge

2. Prospective bidders shall have the option of submitting a bid on **any or all** of the schedules. **Evaluation and award of contract will be undertaken on a per lot basis.**
3. Prospective bidders shall bid for the aforesaid lot/s.
4. The supply of the various toner cartridges must be brand new.
5. The various toner cartridges that would be found defective within fifteen (15) days after installation shall be replaced with a brand-new unit.
6. The bidder should submit manufacturer's certificate stating that the bidder is an authorized reseller of Lexmark and HP Toner Cartridges.
7. A warranty of sixty (60) days upon the date of delivery of toner cartridges.

II. Approved Budget for the Contract

8. The price quotation should not exceed the Approved Budget for Contract (ABC) for each lot (inclusive of 12% VAT and all other applicable taxes and charges).
 - a. **Lot #1 - One Hundred Ninety-Five Thousand Pesos (PhP195,000.00)**
 - b. **Lot #2 - Ninety-Five Thousand Five Hundred Pesos (PhP95,500.00)**
9. Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

10. The price quotation must be valid for thirty (30) days from submission and should not be subject to change/increase during the implementation of the contract.

III. General Conditions

11. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.

12. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.

13. The sealed quotation shall be submitted personally or by email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 22 December 2020, 10:00 AM.**

14. The bidder with the lowest calculated responsive bid shall be required to present/submit the following original documents for verification and validation purposes:

- a. Mayor's Business Permit
- b. Latest Income/Business Tax Return
- c. Proof of PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

15. 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.

IV. Delivery Terms

Lot	Description	Quantity (cartridges)	Delivery Period
1	Toner Cartridge for Lexmark MS810DN Printer a. Lexmark Toner Cartridge Part No. 52D5H00 / 52D3H0E, Black Cartridge	10	<i>Within ten (10) calendar days upon receipt of Notice to Proceed</i>
2	Toner Cartridge for HP LaserJet Enterprise M604dn (E6B68A) Printer b. HP 81A Black Original LaserJet Toner Cartridge, CF281A	10	

V. Terms of Payment

16. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
17. Any amount under this Agreement or Terms of Reference are **inclusive of all applicable taxes and charges.**

VI. Special Conditions/Other Documents Required for Awarding of Contract

18. All bidders shall be required to submit the following documents, together with their Reply Slip Forms:
 - a. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
 - b. Mayor's Business Permit (1 Certified True Photocopy);
 - c. Latest Income/Business Tax Return (1 Certified True Photocopy);
 - d. Notarized Omnibus Sworn Statement

The Lowest Calculated Bidder (LCB) shall be required to present/submit the original copies of the documents for verification/validation.

VII. Limitation of Liability

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 Terms of Reference (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.

VIII. Termination

19. 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 and completion of issues to be delivered.
20. Either Party may terminate the agreement upon notice in writing if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party so to do.
21. 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.

IX. Miscellaneous

22. The failure of either party to enforce its rights based on the agreement under this Terms of Reference (TOR) at any time for any period shall not be construed as a waiver of such rights.
23. 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.
24. 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.
25. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.


EDWIN CORNELIUS A. LAUZ
IC Division Manager
Information Technology Division

REPLY SLIP

Name of Supplier : _____
Address : _____

Business Registration No.: _____
Tax Identification No. : _____
PhilGEPS Registration No.: _____

After having carefully read and accepted the provisions under the Terms of Reference for the **Supply and Delivery of Various Toner Cartridges of the Insurance Commission (P.R. No. 2020-10-212)**, I/we quote you on the item at prices noted below:

Lot	Item and Description	Quantity (cartridges)	Unit Cost	Total Amount
Lot #1	Toner Cartridge for Lexmark MS810DN Printer a. Lexmark Toner Cartridge Part No. 52D5H00 / 52D3H0E, Black Cartridge	10		
Lot #2	Toner Cartridge for HP LaserJet Enterprise M604dn (E6B68A) Printer b. HP 81A Black Original LaserJet Toner Cartridge, CF281A	10		
TOTAL BID PRICE				

Note:

1. Total cost should not exceed ABC for each lot.
 - a. Lot #1 – One Hundred Ninety-Five Thousand Pesos (PhP195,000.00)
 - b. Lot #2 – Ninety-Five Thousand Five Hundred Pesos (PhP95,500.00)
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.

In compliance with the Terms and Conditions, **copies of the following required documents are enclosed:**

1. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
2. Mayor's Business Permit (1 Certified True Photocopy);
3. Latest Income/Business Tax Return (1 Certified True Photocopy);
4. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative
Position: _____
Date: _____

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 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;
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 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 ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded project.