



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 **15 December 2020, 12:00 Noon**:

NAME OF PROJECT	Procurement of Video System and Accessories
PURCHASE REQUEST/REF. NO.	2020 – 12 – 273
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	One Hundred Sixty-Five Thousand Pesos (Php165,000.00)

I. TERMS OF REFERENCE:

IC MINIMUM AND ESSENTIAL SPECIFICATIONS				
<u>GENERAL INFORMATION</u>				
Supply, Delivery, Installation and Commissioning of Brand New Audio Visual Equipment and Accessories should include the following:				
1. Necessary features such as but not limited to the following minimum specifications as mentioned below; and				
2. Submission of Audio-Visual related documents, brochures, user’s guide or maintenance manuals;				
ITEM NO.	DESCRIPTION	SPECIFICATION	QTY	U/M
I	SMART LIGHT EMITTING DIODES TELEVISION (SMART LED-TV)		3	Sets
	1. <i>Screen Size</i>	55 inches		
	2. <i>Resolution</i>	3840 x 2160		
	3. <i>Contrast Ratio</i>	Mega Contrast		
	4. <i>Orientation</i>	Landscape/Portrait		

	5. <i>Input</i>	HDMI, USB, Wired Ethernet	
	6. <i>Output</i>	Audio	
	7. <i>Connectivity</i>	Bluetooth and Built-in Wireless LAN	
	8. <i>Power Supply</i>	100-240V, 50/60Hz	
	9. <i>Accessories</i>	Three (3) sets of Mobile Stand with wheels and power strips; and 1.8m HDMI Cable	
	10. <i>Warranty</i>	Three (3) years	
II	SCOPE OF WORK	1	LOT
	INSTALLATION AND TESTING		
	1. The winning bidder must install and commission the video system;		
	2. Submit an installation and schedule plan to be approved by the IC IT Division;		
	3. Install and setup the UHD-TV together with the customized mobile stand at the IC offices;		
	4. Intensive testing should be done by the Prospective Bidders together with IC IT personnel to achieve the functionality and benefits of the video system. Prospective Bidders must provide actual results of the testing of the installed devices;		
	5. All Goods will be tested within Twenty-Four (24) hours of continuous use upon delivery;		
	6. The period for correction of defects should be within ten (10) working days after testing;		
	7. All levels of testing will be conducted at the site;		
III	WARRANTY / MAINTENANCE / TECHNICAL SUPPORT		
	1. The Smart LED-TV should be covered by warranty on parts, labor and on-site visit for at least three (3) years.		
	2. The warranty period for the video supplied shall commence upon issuance of the certificate of acceptance by the Procuring Entity.		
	3. Documentation of problems, isolation, cause and rectification procedures for building knowledge base for the known problems.		
IV	AVAILABILITY		
	1. The winning bidder must provide pro-active maintenance support that automatically generates reports and sends notification to the manufacturers 24x7 call support centers in cases of system (hardware and software) abnormality so that components will be replaced, and errors will be fixed before failure occurs;		
	2. Technical support must be available 8 X 5;		
	3. Technical support response time must be 1 hour for phone support and 2 hours for onsite support;		
	4. The winning bidder must provide procedures on support and problem escalation;		
	5. The winning bidder must have an 8 x 5 helpdesk system via phone and email support. Helpdesk system will automatically track, monitor and escalate open		

	case until the issue declared resolved and closed. Vendor should be ready for a site visit and show how their current helpdesk system works;
V	KNOWLEDGE TRANSFER
	The winning bidder must provide technology transfer training after the equipment implementation of the project.
VI	DOCUMENTATION
	The winning bidder must provide user and system manuals and technical materials and a documented step-by-step procedure. Complete documentation of the video system, utility and other applications needed must also be provided including the inventory of all devices and serial numbers.
VII	ACCEPTANCE
	IC IT personnel must review and conduct a physical testing on the delivered equipment based on its functions. All deliverables mentioned above should be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.
VIII	DELIVERY ADDRESS AND DATE
	The winning bidder must deliver the goods not more than fifteen (15) days upon receipt of the Notice To Proceed (NTP) and must delivered at Insurance Commission, 1071 United Nations Avenue, Ermita Manila.

II. 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.

III. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. ***PhilGEPS Registration Certificate, Signed Omnibus Sworn Statement, Mayor's Permit, SEC Registration and Income/Business Tax Return*** shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at contact numbers (02) 8523-8461 to 70 loc. 107 or +63 0956-5313531. **DUE TO THE GENERAL COMMUNITY QUARANTINE (GCQ), QUOTATIONS** must be submitted through e-mail at bacsec@insurance.gov.ph or jcr.florencio@insurance.gov.ph

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.

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
Chairperson
Bids and Awards Committee

11 December 2020

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]