



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Printing of the 2018 Annual Report of the Insurance Commission**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Printing of the 2018 Annual Report of the Insurance Commission
REFERENCE NO. /PR NO.	PR No. 2021-02-060
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT	One Hundred Thousand Pesos Only (Php100,000.00), inclusive of applicable charges and taxes
DELIVERY PERIOD	Ten (10) working days upon IC's final approval of the submitted Annual Report proof
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>21 May</u> 2021 / 12:00 NN

The **QUOTATION** with the enclosed **REPLY SLIP** and required documents **must be submitted personally or via email (scanned/PDF file with colored attachments)** to the Administrative Division, not later than 12:00 NN, 21 May 2021, through the following contact information:

- Contact Persons** : Ms. Jenina Roussel A. Vergara, IC Administrative Officer II
 Ms. Paulette G. Delgado, IC Administrative Officer III
- Office Address** : 2F IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
- Telephone Nos.** : (02) 8523-8461 to 70 local 120
- Email Addresses** : jra.vergara@insurance.gov.ph
 pg.delgado@insurance.gov.ph


REVELYN R. MOJICA
 IC Division Manager
 Administrative Division

TERMS OF REFERENCE

Printing of the 2018 Annual Report of the Insurance Commission (Ref. No. 2021-02-060)

I. Scope of Work and Job Specifications

1. The prospective supplier/bidder shall bid for **sixty (60) sets** of 2018 Annual Report of the Insurance Commission (IC).

II. Terms of Payment

2. The price quotation, to be denominated in Philippine Peso, should not exceed the Approved Budget for Contract (ABC) of **One Hundred Thousand Pesos Only (Php100,000.00)**, inclusive of 12% VAT and all other applicable taxes and charges.
3. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

III. General Conditions

4. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative/s.
5. A **certified true copy of the supplier's valid PhilGEPS Registration Certificate** shall be attached to the quotation upon submission.
6. For verification purposes, the bidder with the lowest quotation shall be required to present **the original copies of the required documents specified in the REPLY SLIP**.
7. The price validity shall be for a period of **thirty (30) days** from submission of quotation.
8. All quotations shall be considered as fixed and not subject to price escalation during contract implementation.
9. 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. Special Conditions

Qualification of Supplier

10. The supplier should be a holder of a valid business license/s issued by relevant government agencies, and must be duly registered with the PhilGEPS.

Delivery of Services

11. Once the submitted Annual Report Proof has been approved by the IC for printing, the supplier shall deliver printed/finished items to the Administrative Division within ten (10) working days upon approval of the sample.

V. Limitation of Liability

12. Subject to IC'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.

VI. Termination

13. The agreement between IC and the Supplier shall take into effect 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 sets/issues to be delivered.

14. Either Party may terminate the agreement upon notice in writing 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 thirty (30) days of written notice from the other Party.

15. 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.

VII. Miscellaneous

16. 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.

17. 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.

18. 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.

19. 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.


REVELYN R. MOJICA
IC Division Manager
Administrative Division

17 May 2021

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 **Printing of the 2018 Annual Report of the Insurance Commission (Ref. No. 2021-02-060)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<p><u>Printing of the 2018 Annual Report of the Insurance Commission</u></p> <p>Size: A4 Folded CD jacket (pocket) 13cm x 17cm</p> <p>No. of pages: 45-47 pages including cover</p> <p>Stock: Cover: Stipple Avalanche 270gsm Inside: Olin smooth Absolute White 90gsm</p> <p>Process: Full color offset printing on all pages</p> <p>Binding: Perfect binding</p> <p>Others specs: With Matte and Spot Lamination on front cover With Scoring and Folding With Die Cutting and Pasting With CD Pocket (full color offset printing)</p> <p><u>2018 Annual Report Folder</u></p> <p>Folder with pocket (24.5cm x 31.5cm)</p> <p>Stock: C2S 220</p> <p>Process: Full color offset printing</p>	60 sets		

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<p>Others: With matte lamination on folder With glossy lamination With die cutting, folding, pasting</p> <p>Cover with Clear Cellophane Plastic Bags / Mailing Bags to Fit the Annual Report Folder — Self Seal Adhesive Strip</p> <p>Note:</p> <ol style="list-style-type: none"> Total cost should not exceed ABC of One Hundred Thousand Pesos Only (PhP100,000.00). Price quotation is inclusive of 12% VAT and all other applicable taxes and charges. 			

In compliance with the Terms and Conditions, a notarized Omnibus Sworn Statement (using prescribed template/format), as well as **certified true copies** of the following required documents are enclosed:

1. Valid PhilGEPS Registration Certificate;
2. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable;
3. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
4. Latest Income/Business Tax Return (ITR).

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

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]