



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
MANILA



## REQUEST FOR QUOTATION

The Insurance Commission invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation for the **Utility Tent with Air-Conditioning Units for the Insurance Commission Event**, subject to attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>Utility Tent with Air-conditioning Units for the 2018 Strengthening Week Celebration to be held on the 3<sup>rd</sup> Week of January 2018*</b>	<b>1 LOT</b>	<b>PhP450,000.00</b>

\*subject to adjustment/finalization one week before actual activity


Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email at the contact information indicated below. The deadline of submission of the proposal/quotation is on **27 December 2017 at 12:00 noon** at the following contact information:

**Contact person:** Mr. Manfred Ace G. Razon, IC Information Systems Analyst II

**Office Address:** Ground Floor, Information Technology Division,  
Insurance Commission Building,  
1071 United Nations Ave., Ermita, Manila

**Telephone Nos.:** 534-8462 to 70 loc. 107

**E-mail:** [mag.razon@insurance.gov.ph](mailto:mag.razon@insurance.gov.ph)

  
**EDWIN CORNELIUS A. LAUZ**  
Head  
Logistics Sub-Committee  
2018 IC Strengthening Week



## TERMS OF REFERENCE

### Utility Tent with Air-Conditioning Units for the Insurance Commission Event (2018 Strengthening Week Celebration)

#### I. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract amounting to Four Hundred Fifty Thousand Pesos only (PhP450,000.00). **Prices are inclusive of taxes and all applicable charges.**

#### II. Item Specifications and Scope of Work

Utility Tent with Air-conditioning Units  
(550 pax; 55 round tables, 60" diameter, good for 10pax each)

- Demountable Utility Tent (Height: 15ft)
- 7 units Air-Condition Tent (6m x 12m)
- 6 units Air-Condition Tent (3m x 6m)
- Complete side panels
- Swing doors (4 sets)
- Generator Set
- Light Fixtures
- Iwata Evaporative Air Cooler (6 Units)

#### III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

#### IV. Schedule of Delivery

The delivery and installation of the Utility Tent should be finished **before 8:00AM** the day before the event.

#### V. Penalties

A deduction of **five percent (5%)** of the **total contract price** would be imposed for every hour of extension for the delivery and installation.

#### VI. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents, for verification/validation:




1. Proof of PhilGEPS Registration (1 Certified True Photocopy);
2. Mayor's Business Permit (1 Certified True Photocopy);
3. Latest Income/Business Tax Return (1 Certified True Photocopy); and
4. Notarized Omnibus Sworn Statement (1 Original Copy, see attached template/format).

**VII. General Conditions of the Contract**

- a. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;
- b. PHILGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the RFQ;
- c. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
- d. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item IV of the Terms of Reference, as appropriate.

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.

  
**EDWIN CORNELIUS A. LAUZ**  
Head  
Logistics Sub-Committee  
2018 IC Strengthening Week



**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 **Utility Tent with Air-Conditioning Units for the Insurance Commission Event**, 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>
<b>Utility Tent with Air-conditioning Units for the 2018 Strengthening Week Celebration to be held on the 3<sup>rd</sup> Week of January 2018*:</b>  - Demountable Utility Tent (Height: 15ft) - 7 units Air-Condition Tent (6m x 12m) - 6 units Air-Condition Tent (3m x 6m) - Complete side panels - Swing doors (4 sets) - Generator Set - Light Fixtures - Iwata Evaporative Air Cooler (6 Units)	<b>1 LOT</b>	

\*subject to adjustment/finalization one week before actual activity

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_