



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 items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Professional Photography and Videography Services for the 70 th Anniversary of the Insurance Commission
REFERENCE NO. /PR NO.	PR No. 2019-01-013
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT	Php 60,000.00
DELIVERY PERIOD	Photo and Video Services: January 18, 2019 Other requirements: Within 30 days upon IC's final approval of the submitted proof/sample
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	14 January 2019 / 12:00NN

The **OPEN QUOTATION** with the **Reply Slip Form** may be submitted personally, through mail or electronic mail (e-mail), **not later than 12:00NN, 14 January 2019** 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 Ave., Ermita, Manila
Telephone Nos.: 523-8461 to 70 local 120; 524-3548
E-mail: jra.vergara@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
 Head, Logistics Committee
 Insurance Commission
 Manila, 08 January 2019



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1071 United Nations Avenue
Manila



TERMS OF REFERENCE

PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE 70TH ANNIVERSARY OF THE INSURANCE COMMISSION

I. SCOPE

1. The prospective supplier shall bid for the Professional Photography and Videography Services for the 70th Anniversary of the Insurance Commission.

II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable
3. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

6. The supplier/company should be duly registered with the PhilGEPS.
7. The supplier should be a holder of a valid business license from relevant government agencies.

Delivery of Services

8. The supplier shall deliver the items such as the album and flash drives at the Administrative Division of the Insurance Commission within Thirty (30) days upon IC's final approval of the submitted proof/sample/layout.

Limitation of Liability

9. 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.

Termination



10. The agreement between the IC 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.
11. 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 thirty (30) days of written notice from the other Party to do so.
12. Any termination of the agreement (in whatever way 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.

Miscellaneous

13. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
14. 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.
15. 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 affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
16. 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.

IV. GENERAL CONDITIONS

17. All entries in the quotation may be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
18. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
19. The open quotation may be submitted personally or by mail or electronic mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 14 January 2019; 12:00 Noon**.
20. The bidder with the lowest calculated responsive bid shall be required to submit the following documents for verification and validation purposes:
 - a. Mayor's Business Permit (Certified True Copy)
 - b. Income/Business Tax Return (Certified True Copy)
 - c. Proof of PhilGEPS Certification (Certified True Copy)
 - d. Omnibus Sworn Statement (Original)
21. 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 Committee
Insurance Commission
Manila, 08 January 2019 

REPLY SLIP

Name of Supplier : _____
Address : _____

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

After having carefully read and accepted the terms and conditions in the Terms and Reference (TOR) for the Small Value Procurement of Professional Photography and Videography Services for the 70th Anniversary of the Insurance Commission, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Total Cost
1	lot	<p>Project Type: Professional Photography and Videography Services for the 70th Anniversary of the Insurance Commission</p> <p>Event: IC 70th Anniversary Venue: Philippine International Convention Center (PICC), Pasay, Metro Manila Date: January 18, 2019, Friday Estimated Time: 8AM – 6PM Event will start at 9AM</p> <p>Included in the Package:</p> <ul style="list-style-type: none"> - Four (4) Photographers - Three (3) Videographers (2 roving, 1 static) - One(1) Same Day Editor <p>- Same- day edit to be presented on the same day before the end of the program (Short summary of events)</p>	

		<ul style="list-style-type: none"> - Three (3) hours Photobooth with personalized background layout and props - 40 pages Elegant digitally enhanced album / coffeetable - At least two (2) copies of the following in Flash Drive <ul style="list-style-type: none"> a) Copy of Unedited full HD video coverage and raw videos b) Copy of Edited Full length coverage c) Copy of Edited video (same-day video edit) d) Copy of all raw high resolution pictures e) Copy of all raw photobooth pictures 	
<p>Note:</p> <ol style="list-style-type: none"> 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges. 			

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit (Certified True Copy);
- B. PhilGEPS Registration Number (Certified True Copy);
- C. Income/Business Tax Return (Certified True Copy); and
- D. Omnibus Sworn Statement (Original)

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