



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



31 August 2017

## REQUEST FOR QUOTATION

The Insurance Commission invites all interested suppliers which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<p><b>Supply and Delivery of Trolley Luggage Bag for the Functional Group Planning and Budgeting Activity of the Office of the Legal Services Group (Purchase Request No.: 2017-08-319)</b></p> <p>1. <b>Dimensions:</b></p> <ul style="list-style-type: none"><li>a. Height: 55cm</li><li>b. Length: 40cm</li><li>c. Diameter: 20cm</li></ul> <p>2. <b>Material:</b> 420 denier polyester</p> <p>3. <b>Features:</b></p> <ul style="list-style-type: none"><li>a. Lightweight</li><li>b. With TSA Combination Lock for US Customs</li><li>c. Easy storage flat handles</li><li>d. ZipSecuritech – Product's patented secure zipper technology</li><li>e. Expandable</li><li>f. With 4 easy glide wheels</li></ul> <p>4. 2 year international warranty (need to present Warranty Card and OR)</p>	50 pieces	Two Hundred Eighty Thousand Pesos (PhP280,000.00)

The deadline of submission of the proposal/quotation is on **September 7, 2017 at 12:00 noon** to the contact person mentioned herein:

**Contact person:** **MS. LEILA C. ESPINELI**, IC Senior Insurance Specialist  
**Office Address:** Insurance Commission Building  
1071 United Nations Avenue  
Ermita, Manila  
**Telephone Nos.:** Trunkline: (+632) 523-8461 to 70 loc. 103 & 127 or  
Direct line: (+632) 4041758  
**E-mail:** [lc.espineli@insurance.gov.ph](mailto:lc.espineli@insurance.gov.ph)

  
**JOSE MARI F. TOLENTINO**  
Officer-In-Charge  
Legal Services Group

*by [initials]* *[initials]* *[initials]*



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## TERMS OF REFERENCE

### Supply and Delivery of Trolley Luggage Bag for the Functional Group Planning and Budgeting Activity of the Office of the Legal Services Group

#### I. Scope of Work and Job Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
<p><b>Supply and Delivery of Trolley Luggage Bag for the Functional Group Planning and Budgeting Activity of the Office of the Legal Services Group (Purchase Request No.: 2017- 08-319)</b></p> <p><b>1. Dimensions:</b></p> <ul style="list-style-type: none"><li>a. Height: 55cm</li><li>b. Length: 40cm</li><li>c. Diameter: 20cm</li></ul> <p><b>2. Material:</b> 420 denier polyester</p> <p><b>3. Features:</b></p> <ul style="list-style-type: none"><li>g. Lightweight</li><li>h. With TSA Combination Lock for US Customs</li><li>i. Easy storage flat handles</li><li>j. ZipSecuritech – Product’s patented secure zipper technology</li><li>k. Expandable</li><li>l. With 4 easy glide wheels</li></ul> <p><b>4. 2 year international warranty (need to present Warranty Card and OR)</b></p>	<p><b>50 pieces</b></p>

## **II. Delivery Terms**

The Supplier should have readily available stocks of the items described above. All items should be delivered free of charge to the Insurance Commission **on or before September 22, 2017**.

## **III. Approved Budget for the Contract**

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Hundred Eighty Thousand Pesos (PhP280,00.00)** inclusive of 12% VAT and all other applicable taxes and charges.

In case of additional order, it shall be at the same price or less offered by the supplier.

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

## **IV. 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.

## **V. Other Documents Required For Awarding Of Contract**

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

1. Proof of PhilGEPS Registration (1 Certified True Photocopy);
2. Business Registration Certificate from Department Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Latest Income/Business Tax Return (1 Certified True Photocopy); and
5. Notarized Omnibus Sworn Statement (1 Original Copy, see attached template/format).

## **VI. Payment Scheme**

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement of the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

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.

  
**JOSE MARI F. TOLENTINO**  
Officer-In-Charge  
Legal Services Group

*Handwritten initials and signatures:*  
JF  
@  
JMT  
WJF



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**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 Trolley Luggage Bag for the Functional Group Planning and Budgeting Activity of the Office of the Legal Services Group**, 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>Supply and Delivery of Trolley Luggage Bag for the Functional Group Planning and Budgeting Activity of the Office of the Legal Services Group (Purchase Request No.: 2017- 08-319)</b>  Note: 1. Total cost should not exceed ABC of Two Hundred Eighty Thousand Pesos (PhP280,000.00).  2. Price quotation is inclusive of 12% VAT and all <b>other</b> applicable taxes and charges.	<b>50 pieces</b>	

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

**Position** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

# Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES  
(City/Municipality of \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, **Name**, of legal age, Single, Filipino, and residing at Address, after having been duly sworn in accordance with law, do hereby depose and state that:

I am the duly authorized and designated representative of **Company** with office address at **Address**;

I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Company** in the bidding as shown in the attached Notarized Secretary's Certificate issued by the corporation;

**Company** 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;

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;

Company is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

None of the officers, directors, and controlling stockholders of **Company** 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;

**Company** complies with existing Labor Laws and standards;

**Company** 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 **Company**; and
- e) **Company** 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]*  
*[JURAT]*