



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>Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group (Purchase Request No.: 2017-08-296)</p> <p>Specifications</p> <ol style="list-style-type: none"> 1. TSA-approved combination lock 2. Fully lined and internal outfitted with packing straps 3. Has four twin wheels which guarantee stability as well as optimum maneuverability 4. With protective trims. 5. Multi-stage aluminum trolley system with push-button 6. With luggage cover 7. Made of polycarbonate + ABS material 8. Approximately 2.7kg in weight 9. Dimension (L x W x H) = 15"x9"x22" 10. Minimum of two-year warranty 	<p>48 pieces</p>	<p>One Hundred Sixty-three Thousand Two Hundred Pesos (PhP163,200.00)</p>

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 **August 23, 2017 at 12:00 noon** at the following contact information:

Contact person: Ms. Rosalinda Q. Mitra, IC Senior Insurance Specialist
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 125
E-mail: rj.mitra1@insurance.gov.ph ; rjmitra@yahoo.com

MA. VICTORIA Y. PERALTA
 Officer-In-Charge
 Technical Services Group



TERMS OF REFERENCE

Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group

I. Scope of Work and Job Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
<p>Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group</p> <p>Specifications</p> <ol style="list-style-type: none"> 1. TSA-approved combination lock 2. Fully lined and internal outfitted with packing straps 3. Has four twin wheels which guarantee stability as well as optimum maneuverability 4. With protective trims. 5. Multi-stage aluminum trolley system with push-button 6. With luggage cover 7. Made of polycarbonate + ABS material 8. Approximately 2.7kg in weight 9. Dimension (L x W x H) = 15"x9"x22" 10. Minimum of two-year warranty 	<p>48 pieces</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 IC Office **on or before September 21, 2017.**

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **One Hundred Sixty-three Thousand Two Hundred Pesos (PhP163,200.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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:

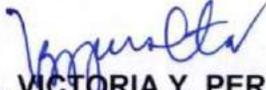
1. Proof of PhilGEPS Registration (1 Certified True Photocopy);
2. Business Registration Certificate from Department Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration from Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy); and
6. 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.


MA. VICTORIA Y. PERALTA
Officer-In-Charge
Technical Services Group

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 Document Luggage for the Functional Group Planning and Budgeting Activity of the Office of the Technical 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>
Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group (Purchase Request No.: 2017-08-296) Note: 1. Total cost should not exceed ABC of One Hundred Sixty-three Thousand Two Hundred Pesos (PhP163,200.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	48 pieces	

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement

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]