



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



REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the **Procurement of Printing and Delivery for 2020 Institutional Calendar of the Insurance Commission**, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Procurement of Printing and Delivery for 2020 Institutional Calendar of the Insurance Commission
REFERENCE NO./PR NO.	2019-11-387
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT (ABC)	Php125,000.00 inclusive of VAT
DELIVERY PERIOD	Ten (10) working days upon approval of sample
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	09 December 2019

The sealed quotation may be submitted personally, through mail not later than **09 December 2019; 12:00 NN** to this Commission's **Planning and Management Division** through the contact information provided below:

Contact Person: Ms. Maesie Ann P. Bertumen
 IC Administrative Officer II
Office Address: 2/F Insurance Commission Building
 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (+632) 8-523-8462 to 70, local 144;
E-Mail: map.bertumen@insurance.gov.ph


GREGORY VINCENT O. FERRER
 Manager
 Planning and Management Division



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TERMS OF REFERENCE

Procurement of Printing and Delivery for 2020 Institutional Calendar of the Insurance Commission

I. SCOPE

1. The prospective supplier shall bid for the procurement of printing and delivery for the 2020 Institutional Calendar of the Insurance Commission (IC).

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 price 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 acceptable 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. Once the submitted Calendar Proofs approved by the IC for printing, the supplier shall deliver printed/finished items to the Planning and Management Division **within ten (10) working days upon approval of the sample.**



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Limitation of Liability

9. Subject to the 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.

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



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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 must 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 sealed quotation shall be submitted personally to the IC Planning and Management Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila not later than **09 December 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
 - b. Latest Income Business Tax Return
 - c. Proof of PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement
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.


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Manager
Planning and Management Division



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REPLY SLIP

Name of Supplier : _____
 Address : _____
 : _____
 Business Permit No. : _____
 Tax Identification No. : _____
 PhilGEPS Registration No. : _____

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Quantity	Unit	Item and Description		Total Cost
600	sets	SIZE	9-inch Width by 8-inch Height (9" x 8")	
		NO. OF PAGES	14 leaves (28 pages)	
		STOCK	C2S 180	
		PROCESS	<ul style="list-style-type: none"> ▪ Full color offset printing on main calendar pages ▪ With Matte & Spot Lamination on Cover ▪ Matte Finish on calendar pages ▪ With Matte Finish on Calendar Pages ▪ With Royal Blue Envelope (Book Paper 90) Full Color Offset Printing ▪ Cover page: IC Logo & "2020 Calendar" Embossed / Coated / Emphasized 	
		BINDING	White Hard, Double Wire-O	

Note:
 1. Total Cost should not exceed the Approved Budget of the Contract (ABC).



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2. Price quotation is inclusive of 12% VAT and other applicable taxes and charges.
3. Printing will commence after IC has approved the Calendar Proofs from Supplier.

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

- a. Mayor's Business Permit
- b. Latest Income Business Tax Return
- c. Proof of PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

Date