



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



**REQUEST FOR QUOTATION**

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

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 2019 Institutional Calendar of the Insurance Commission**, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	<b>Procurement of Printing and Delivery for 2019 Institutional Calendar of the Insurance Commission</b>
<b>REFERENCE NO./RIS NO.</b>	2019-01-004
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	Php130,000.00 inclusive of VAT
<b>DELIVERY PERIOD</b>	15 January 2019
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	08 January 2019

The open quotation may be submitted personally, through mail or electronic mail (e-mail), not later than **8 January 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) 523-8462 to 70, local 144;  
**E-Mail:** map.bertumen@insurance.gov.ph

**GREGORY VINCENT O. FERRER**  
 Manager  
 Planning and Management Division

## **TERMS OF REFERENCE**

### **Procurement of Printing and Delivery for 2019 Institutional Calendar of the Insurance Commission**

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#### **I. SCOPE**

1. The prospective supplier shall bid for the procurement of printing and delivery for the 2019 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 on or before 15 January 2019.

##### *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 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 08 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
  - 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.



**GREGORY VINCENT O. FERRER**  
Manager  
Planning and Management Division

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

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 2019 Institutional Calendar of the Insurance Commission**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Quantity	Unit	Item and Description	Total Cost
<b>750</b>	<b>sets</b>	SIZE <ul style="list-style-type: none"> <li>▪ 9-inch Width by 11-inch Height (9"x 11")</li> </ul>	
		NO. OF PAGES <ul style="list-style-type: none"> <li>▪ 8 Leaves (16 Pages)</li> </ul>	
		STOCK <ul style="list-style-type: none"> <li>▪ C2S 180</li> </ul>	
		PROCESS <ul style="list-style-type: none"> <li>▪ Full-color offset printing on main calendar pages</li> <li>▪ With Matte &amp; Spot Lamination on Cover</li> <li>▪ Matte Finish on Calendar Pages</li> <li>▪ With Envelope (Book Paper 90) Full-Color Offset Printing</li> <li>▪ With Envelope Ribbon/Holder (at least #9 or 1 1/2 W), Double-Face Silk Satin)</li> </ul>	
		BINDING <ul style="list-style-type: none"> <li>▪ Double Wire-O</li> </ul>	
<b>Note:</b> <ol style="list-style-type: none"> <li>1. Total Cost should not exceed the Approved Budget of the Contract (ABC).</li> <li>2. Price quotation is inclusive of 12% VAT and other applicable taxes and charges.</li> <li>3. Printing will commence after IC has approved the Calendar Proofs from Supplier.</li> </ol>			

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

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Signature Over Printed Name of Supplier/  
Authorized Representative

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Position/Designation

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Date