



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
**MANILA**



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **03 December 2018, 12:00 Noon:**

|                                  |                                                                                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>NAME OF PROJECT</b>           | <b>Supply and Installation of End to End CAT6 Data Structured Cabling System at the Insurance Commission Offices</b> |
| <b>PURCHASE REQUEST/REF. NO.</b> | <b>18 – 11 – 384</b>                                                                                                 |
| <b>LOCATION</b>                  | IC Building, 1071 United Nations Avenue, Ermita, Manila                                                              |
| <b>APPROVED BUDGET</b>           | <b>Three Hundred Ninety Five Thousand Pesos (PhP395,000.00)</b><br><i>including all applicable taxes</i>             |

**I. TERMS OF REFERENCE:**

Supply, Delivery and Installation of 25 nodes CAT6 UTP cabling at the following Offices (Annex A):

| <b>ITEM NO.</b> | <b>LOCATION</b>                                                                       | <b>NO. OF NODES</b> |
|-----------------|---------------------------------------------------------------------------------------|---------------------|
| 1               | Office of the Commissioner (OCOM)                                                     | 6                   |
| 2               | Office of the Deputy Insurance Commissioner, Legal Services Group (LSG)               | 3                   |
| 3               | Office of the Deputy Insurance Commissioner, Financial Services Group (FEG)           | 3                   |
| 4               | Office of the Deputy Insurance Commissioner, Management Support Services Group (MSSG) | 3                   |
| 5               | Health Maintenance Office Division (HMO)                                              | 8                   |
| 6               | Cashier Section                                                                       | 2                   |

## II. SCOPE OF WORK :

1. The 25 nodes CAT6 UTP cabling to be supplied and installed shall at least satisfy the following minimum technical specifications:

| ITEM NO. | DESCRIPTION              | QTY | U/M   |
|----------|--------------------------|-----|-------|
| 1        | UTP CAT6 Cable           | 5   | rolls |
| 2        | Patch Panel 24 port CAT6 | 2   | pcs   |
| 3        | CAT6 Information Outlet  | 25  | pcs   |
| 4        | 1 meter Patch Cord CAT6  | 25  | pcs   |
| 5        | 3 meters Patch Cord CAT6 | 25  | pcs   |
| 6        | Faceplates               | 25  | pcs   |
| 7        | 1U Wire Manager          | 2   | pcs   |

2. Supply and Layout of PVC pipes, moldings from IDF going to the proposed locations of the nodes;
3. Supply and installation of support and fittings for every standard length of conduits;
4. Supply and pulling-in UTP 4 pairs CAT6 Cable and terminate to information outlet for Data;
5. Supply and installation of 24 port CAT6 patch panel at the Data Cabinet;
6. Supply and installation of face plates at the workstations;
7. Supply and installation of UTP CAT6 patch cord 1 meter at the panel side and 3 meters at the workstations;
8. Supply and installation of proper cable tagging;
9. Clean and retouch all affected areas;
10. Provide as-built plan for the network connections;
11. Provide three (3) years warranty support, workmanship, and services for the installed Data Structured Cabling.

### **III. Schedule of Delivery**

**Supply and Installation of End to End CAT6 Data Structured Cabling System at the Insurance Commission Offices** must be not more than FIFTEEN (15) days upon receipt of the **Notice To Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

### **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. Penalties**

A deduction of five percent (5%) of the total contract price would be imposed for every day of extension of the delivery and installation.

### **VI. Other Documents Required for Awarding of Contract**

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's/Business Permit (1 Certified True Copy)
4. Latest Income/Business Tax Return (1 Certified True Copy)
5. Notarized Omnibus Sworn Statement (1 Original Copy)

### **VII. General Conditions of the Contract**

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;
2. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
3. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item VI of the Terms of Reference, as appropriate.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 523-8461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at [jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Ground Floor, Insurance Commission Bldg.,  
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

  
**EDWIN CORNELIUS A. LAUZ**  
Chairperson  
Bids and Awards Committee

27 November 2018

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] 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;

4. 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;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

**6. Select one, delete the rest:**

*If a sole proprietorship:* I am not 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;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] 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;

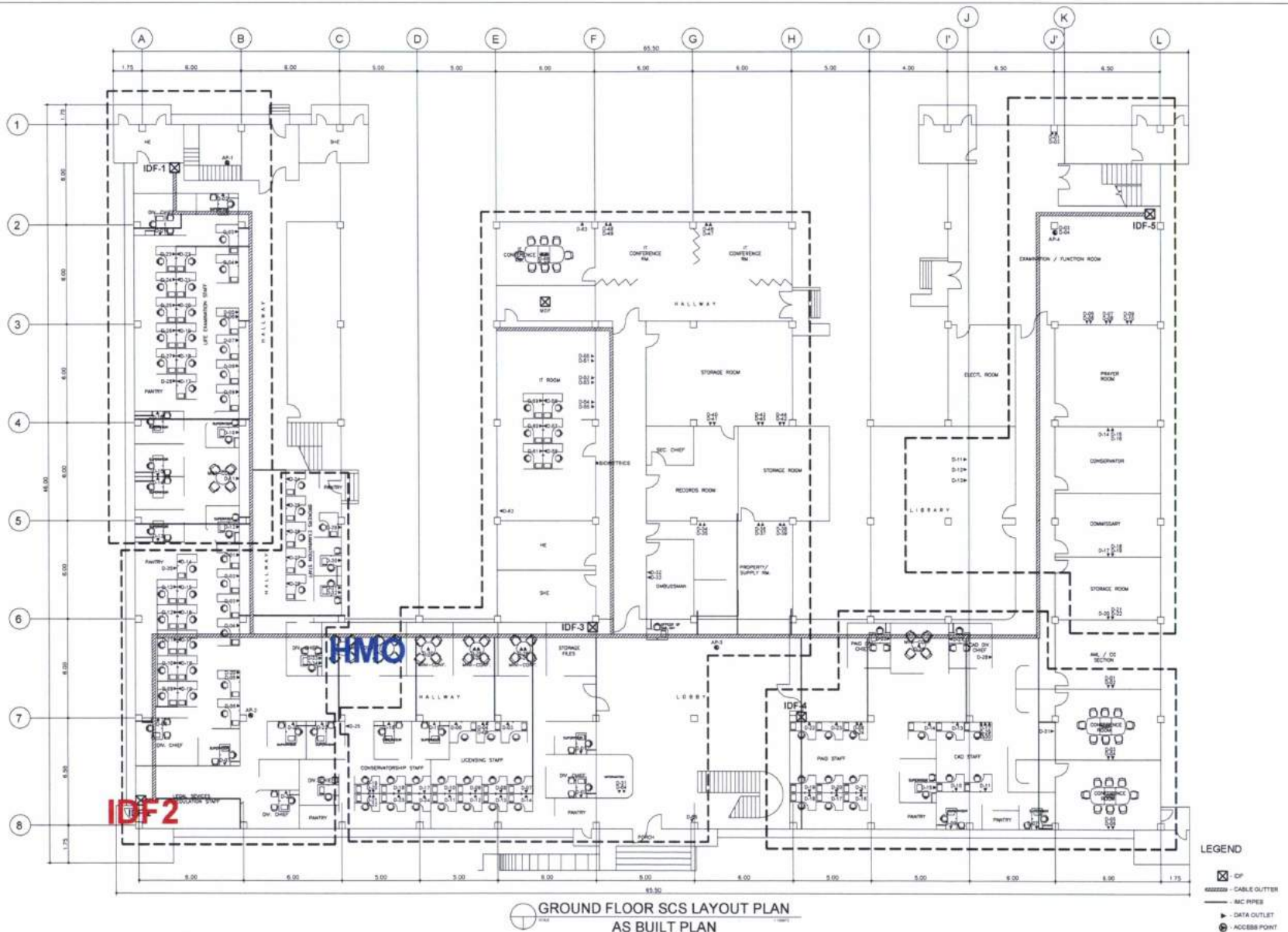
*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

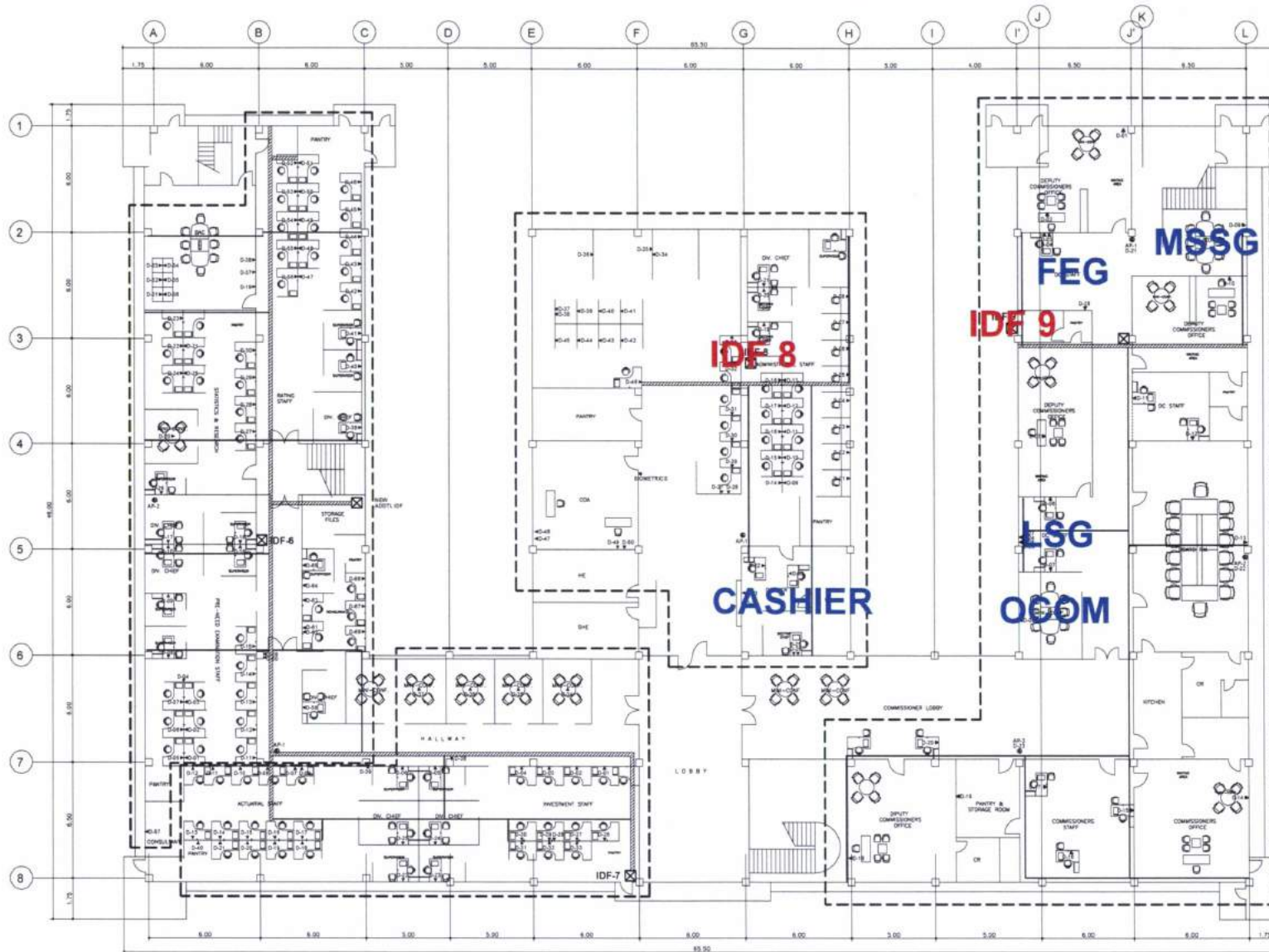
7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation 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 [Name of the Project].
9. [Name of Bidder] 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 \_\_\_\_, 2018 at \_\_\_\_\_, Philippines.

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Bidder's Representative/Authorized Signatory





SECOND FLOOR SCS LAYOUT PLAN  
AS BUILT PLAN

- LEGEND
- ☒ - IDF
  - ===== - CABLE OUTTER
  - - MIC PIPES
  - ▶ - DATA OUTLET
  - - ACCESS POINT