



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



REQUEST FOR QUOTATION

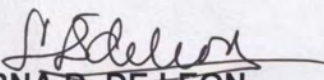
The Insurance Commission (IC) invites all interested PhilGEPS registered suppliers to submit their lowest price quotation/bid proposal on the item listed below, subject to the attached Terms of Reference (TOR):

| | |
|---|---|
| NAME OF PROJECT | Supply and Delivery of External Hard Drive for the Functional Group Planning and Budgeting Activity of the Management Support Services Group |
| REFERENCE NO./PR NO. | PR No. 2017-08-271 |
| LOCATION | IC Building, 1071 United Nations Avenue, Ermita, Manila |
| APPROVED BUDGET FOR THE CONTRACT | Php 205,000.00 |
| DELIVERY PERIOD | Five (5) days upon receipt of P.O |
| DEADLINE OF SUBMISSION OF OPEN QUOTATION/S | <u>08</u> August 2017 / 12:00NN |

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below.

Proposal/quotations must be received **not later than 12:00 noon, 08 August 2017** at the following address:

Contact person: Ms. Sheila Marie M. Religioso, IC Administrative Aide II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 120, 524-3548
E-mail: smm.religioso@insurance.gov.ph


LORNA D. DE LEON
 IC Division Manager,
 Administrative Division
 Manila, August 2017

TERMS OF REFERENCE

Small Value Procurement for the Supply and Delivery of External Hard Drive for the Functional Group Planning and Budgeting Activity of the Management Support Services Group

I. Product Specifications

| <i>Item and Description</i> | <i>Quantity and Unit</i> | <i>Approved Budget for Contract</i> |
|--|--------------------------|--|
| <p>Supply and Delivery of External Hard Drive for the Functional Group Planning and Budgeting Activity of the Management Support Services Group</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 1 TB storage capacity. • Storage Drive Type: HDD • Dimensions: LxWxH (113.5mm x 76mm x 12.1 mm) • Weight: 159g <p>Features:</p> <ul style="list-style-type: none"> • USB 3.0 interface plug-and-play. • Backward Compatible with USB v2.0. • Operating System: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6, iOS 6, Mac OS X 10.7 or higher, iOS 7 or higher. • Protect data with easy flexible backups. • Easy to share files between Windows and Mac computers. • Sleek tough metal design • With available color and stocks in black, silver/gray, blue and red • Manufacturer's warranty: 2-3 years <p>Box inclusions:</p> <ul style="list-style-type: none"> • Portable Drive • 18-inch (45.72cm) USB 3.0 Cable • Quick Start Guide | <p>66 units</p> | <p>Two Hundred Five Thousand Pesos (PHP 205,000.00)</p> |

II. Delivery Terms

1. The Supplier should have readily-available stocks of the items described above. All items should be delivered, free of charge, to the IC Office within five (5) working days upon receipt of P.O.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Hundred Five Thousand Pesos (PHP 205,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

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. Awarding of Contract

The bidders shall submit their Reply Slip Form, along with the following documents:

1. Proof of PhilGEPS registration
2. Mayor's Business Permit
3. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement

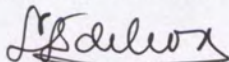
The Lowest Calculated Bidder (LCB) shall be required to present the original copies of the above documents for verification/validation.

V. Payment Scheme

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



LORNA D. DE LEON
IC Division Manager,
Administrative Division
Manila, __ August 2017

REPLY SLIP

Name of Supplier : _____
Address : _____

Telephone No. : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Supply and Delivery of External Hard Drive for the Functional Group Planning and Budgeting Activity of the Management Support 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 External Hard Drive for the Functional Group Planning and Budgeting Activity of the Management Support Services Group Note: 1. Total cost should not exceed ABC of Two Hundred Five Thousand Pesos (Php205,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges. | 66 units | |

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____