



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 (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2
PURCHASE REQUEST/RIS/REF. NO.	2019-05-153
LOCATION	IC BUILDING, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	Php68,250.00 Inclusive of VAT
DELIVERY PERIOD	Must be completed in seven (7) days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	31 May 2019, @ 3:00PM

The **SEALED QUOTATION** with the enclosed Reply Slip must be submitted **not later than 31 May 2019, at 3:00PM** to the Administrative Division in the contact information below:

Contact persons: Mr. Rey M. Gannaban – IC Administrative Aide II
 Mr. Crisostomo O. Ferrer – IC Administrative Officer III
Office Address: Second Flr. Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 5238461 to 70 local 120; 5243548
E-mail: rm.gannaban@insurance.gov.ph; cr.gatchalian@insurance.gov.ph

cr.gatchalian
CRESCENCIA R. GATCHALIAN
 Officer-in-Charge
 Administrative Division

Manila, 27 May 2019

TERMS OF REFERENCE

Small Value Procurement for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2

I. SCOPE

1. The prospective supplier/bidder shall bid for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2 of IC Building at 1071 United Nations Avenue, Ermita, Manilla.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include ***all*** items enumerated below and should not exceed the approved Budget for the Contract.

Item No.	Item and Description	Quantity	Unit
	<i>One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2</i>	1	Lot
1	QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel;		
2	SIGA-278 Addressable Detectors Stations;		
3	SIGA-PS Addressable Smoke Detectors;		
4	SIGA –HRS Addressable Heat Detectors;		
5	MB6-24 Conventional Fire Alarm Bell, 6" Diameter;		
6	Re-tightening of Base Connection; and		
7	Testing run and commissioning		
	WARRANTY PERIOD		

II. TERMS OF PAYMENT

3. **The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.**
4. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
5. Price validity must be for a period of sixty (60) days from submission of quotation.
6. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not liable for any delay in the payment under reasonable and acceptable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

7. The supplier/company must be duly registered with the PhilGEPS and must be a holder of a valid business license from relevant government agencies.

Delivery of Services

8. The supplier shall perform the One (1) Time Inspection and Cleaning of IC's Existing Edwards Fire Alarm System Model QS4-5-G-2, seven (7) days upon receipt of the Notice to Proceed (NTP).
9. The One (1) Time Inspection and Cleaning activities shall not exceed seven (7) days unless otherwise allowed by the procuring entity or its authorized representative for reasonable cause.
10. The supplier/bidder must provide a workmanship warranty of at least ninety (90) days after service inspection and acceptance.

Limitation of Liability

11. Subject to the Insurance Commission'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 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

12. 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.
13. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which if not remedied (if it is capable of being remedied) within Thirty (30) days of written notice from the other party to do.
14. Any termination of the agreement (howsoever 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

15. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
16. 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.

17. 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 not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
18. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as (Government Procurement Reform Act) of the Revised Implementing Rules and Regulation-A (RIRR-A) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

IV. GENERAL CONDITIONS

19. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
20. The **Sealed quotation** together with the **Reply Slip** shall be submitted personally to the IC Administrative Division, 2nd Floor, IC Buiding, 1071 United Nations Avenue, Ermita, Manila **not later than 31 May 2019, at 3:00PM.**
21. The supplier/bidder *with the lowest calculated responsive bid* shall be required to submit the original documents for verification and validation purposes:
 - a. Mayor's Business Permit;
 - b. Proof of PhilGEPS Registration Number;
 - c. Business Registration (SEC/DTI/CDA);
 - d. Latest Income/Business Tax Return; and
 - e. Omnibus Sworn Statement
22. 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 the 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.


CRESCENCIA R. GATCHALIAN
Officer-in-Charge
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____

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

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the **Small Value Procurement of One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2**, 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>
<i>One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2</i> 1. QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel; 2. SIGA-278 Addressable Detectors Stations; 3. SIGA-PS Addressable Smoke Detectors; 4. SIGA-HRS Addressable Heat Detectors; 5. MB6-24 Conventional Fire Alarm Bell, 6" Diameter; 6. Re-tightening of Base Connection; and 7. Testing run and commissioning	1 Lot	
TOTAL BID PRICE, Php.		
Note: 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

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

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration Number;
- C. Business Registration (SEC/DTI/CDA);
- D. Latest Income/Business Tax Return; and
- E. Omnibus Sworn Statement (Original Copy)

 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, **Status**, Filipino, and residing at **(Address)**, after having been duly sworn in accordance with law, do hereby depose and state that:
1. I am the duly authorized and designated representative of **(Company)** with office address at **(Address)**;
 2. 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 of authorization;
 3. **(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;
 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. **(Company)** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
 6. None of the officers and members 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;
 7. **(Company)** complies with existing labor laws and standards; and

8. **(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 **(Name of Project)**
9. **(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 ___, 2018
at _____, Philippines.

[Bidder's Representative Name/Authorized Signatory]

*SUBSCRIBED AND SWORN to before me this ___ day of **Date**. Affiant exhibiting to me his
Community Tax Certificate No. _____ issued at _____ on
_____.*

*Doc. No.:
Page No.:
Book No.:
Series of 2018*