



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **Supply, Delivery, and Installation of Furniture Sets for the Insurance Commission (IC) Executive Lounge**, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery, and Installation of Furniture Sets for the Insurance Commission (IC) Executive Lounge
PURCHASE REQUEST/REF. NO.	2018 – 11 – 361
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Four Hundred Ninety Thousand Pesos (PhP490,000.00) <i>including all applicable taxes</i>

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission or through email at the contact information indicated below. The deadline of submission of the proposal/quotation is on **03 December 2018 12:00 Noon** at the following contact information:

Contact Person: Revelyn R. Mojica / IC Division Manager
Office Address: 2/F Human Resource Division
INSURANCE COMMISSION Building
1071 United Nations Ave.
Ermita, Manila
Telephone Nos.: 523-8461 to 70 local 106
Email: rr.mojica@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

TERMS OF REFERENCE

Supply, Delivery, Installation of Furniture Sets for the Insurance Commission (IC) Executive Lounge

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Four Hundred Ninety Thousand (Php490,000.00)**. Prices are inclusive of taxes and all applicable charges.

II. Item Specifications

ITEM	DESCRIPTION	
1	Occasional Chair with Loose Cushions with Fabric	
	Quantity	2 units
	Width	57 cm
	Depth	68.6 cm
	Height	80 cm
	Finish	Cocoa
	Fabric	M-569B-2
	Other Features	Rattan Poles Leather Bindings Wood Legs
	Warranty	Six (6) Months
2	Side Table	
	Quantity	1 unit
	Diameter	50.8 cm
	Height	62 cm
	Finish	Cocoa
	Round Shelf Below Diameter	35 cm
	Other Features	Rattan Poles Zmat Top
	Warranty	Six (6) Months
3	Living Set	
	<i>A. Three-Seater Sofa with Cushions with Fabric</i>	
	Quantity	1 unit
	Width	200 cm
	Depth	87.6 cm
	Height	83.8 cm
	<i>B. Lounge Chair with Cushions with Fabric</i>	
	Quantity	2 units
	Width	78.74 cm
	Depth	87.6 cm
	Height	83.8 cm
	<i>C. Coffee Table with Bamboo Top</i>	

	Quantity	1 unit
	Width	119.38 cm
	Depth	55.88 cm
	Height	40.64 cm
	<i>D. Ottoman with Cushion and Fabric</i>	
	Quantity	1 unit
	Width	73.66 cm
	Depth	48.26 cm
	Height	39.37 cm
	<i>E. Side Table with Bamboo Top</i>	
	Quantity	2 units
	Width	66 cm
	Depth	44.45 cm
	Height	50.8 cm
	Fabric	M-569B-2
	Materials	Rattan Poles Crushed Bamboo With Leather Bindings
	Warranty	Six (6) Months
4	Console Table	
	Quantity	1 unit
	Width	130 cm
	Depth	40 cm
	Height	78 cm
	Materials	Walnut Wood With ½ inches Thick Clear Glass
	Warranty	One (1) Year
5	Dining Table	
	Quantity	1 unit
	Width	3000 mm
	Depth	1200 mm
	Height	760 mm
	Capacity	Ten (10) Seater
	Glass Top	11mm Tempered Clear Glass Top Beveled by 1½ inches
	Finish	Walnut
	Base	Wood Star Base Mahogany with Black Resin Lines 800 mm W x 660 mm D x 750 mm H
	Warranty	Six (6) Months
6	Dining Chair / Side Chair	
	Quantity	10 units
	Width	432 mm
	Depth	610 mm
	Height	1040 mm
	Finish	Cocoa
	Front	Zmat
	Back	Crushed Bamboo
	Other Features	Leather Bindings

	Padded Seat with Fabric
Base	Wood Base Mahogany with Black Resin Lines
Fabric	M639-2
Warranty	Six (6) Months

III. 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.

IV. Schedule of Delivery and Installation

The schedule of delivery and installation should be completed within fifteen (15) days from the receipt of Notice to Proceed (NTP).

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. Evaluation and Selection Criteria

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for the Tables and Chairs for the Insurance Commission Canteen (Annex A).

VII. 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)

VIII. 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 VII of the Terms of Reference, as appropriate.

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.


REVELYN R. MOJICA
Head, Technical Working Group
Furniture and Fixtures Project

REPLY SLIP

Name of Supplier : _____
Office Address : _____

Email Address : _____
Telephone Number : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the provisions under the Terms of Reference for the **Supply, Delivery, and Installation of Furniture Sets for the Insurance Commission (IC) Executive Lounge**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit		Total Cost
Supply, Delivery, and Installation of Furniture Sets for the Insurance Commission (IC) Executive Lounge	Occasional Chairs with Loose Cushions with Fabric	2 units	
	Side Table	1 unit	
	Living Set	1 set	
	Console Table	1 unit	
	Dining Table	1 unit	
	Dining Chair / Side Chair	10 units	
TOTAL			

 Signature over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____

TABLE OF RATING FACTORS

Furniture Sets for Insurance Commission Executive Lounge

ITEM	DESCRIPTION		RATING		
1	Occasional Chair with Loose Cushions with Fabric		SCORE	MAX	
	Width	57 cm		10%	
	Depth	68.6 cm		10%	
	Height	80 cm		10%	
	Finish	Cocoa		20%	
	Fabric	M-569B-2		20%	
	Other Features	Rattan Poles			10%
		Leather Bindings			10%
		Wood Legs			10%
SUBTOTAL				100%	
2	Side Table		SCORE	MAX	
	Diameter	50.8 cm		10%	
	Height	62 cm		10%	
	Finish	Cocoa		20%	
	Round Shelf Below Diameter	35 cm		20%	
	Other Features	Rattan Poles			20%
		Zmat Top			20%
SUBTOTAL				100%	
3	Living Set		SCORE	MAX	
	<i>A. Three-Seater Sofa with Cushions with Fabric</i>				
	Width	200 cm		5%	
	Depth	87.6 cm		5%	
	Height	83.8 cm		5%	
	<i>B. Lounge Chair with Cushions with Fabric</i>				
	Width	78.74 cm		5%	
	Depth	87.6 cm		5%	
	Height	83.8 cm		5%	
	<i>C. Coffee Table with Bamboo Top</i>				
	Width	119.38 cm		5%	
	Depth	55.88 cm		5%	
	Height	40.64 cm		5%	
	<i>D. Ottoman with Cushion and Fabric</i>				
	Width	73.66 cm		5%	
	Depth	48.26 cm		5%	
	Height	39.37 cm		5%	
	<i>E. Side Table with Bamboo Top</i>				
	Width	66 cm		5%	
	Depth	44.45 cm		5%	
Height	50.8 cm		5%		
Fabric	M-569B-2		5%		
Materials	Rattan Poles			15%	
	Crushed Bamboo			5%	

		With Leather Bindings		5%	
	SUBTOTAL			100%	
4	Console Table		SCORE	MAX	
	Width	130 cm		15%	
	Depth	40 cm		15%	
	Height	78 cm		15%	
	Materials	Walnut Wood			40%
		With ½ inches Thick Clear Glass			15%
	SUBTOTAL			100%	
5	Dining Table		SCORE	MAX	
	Width	3000 cm		10%	
	Depth	1200 cm		10%	
	Height	760 cm		10%	
	Capacity	Ten (10) Seater		5%	
	Glass Top	11mm Tempered Clear Glass Top Beveled by 1½ inches		10%	
	Finish	Walnut		10%	
	Base	Wood Star Base		20%	
		Mahogany with Black Resin Lines		15%	
		800 mm W x 660 mm D x 750 mm H		10%	
	SUBTOTAL		100%		
6	Dining Chair / Side Chair		SCORE	MAX	
	Width	432 mm		10%	
	Depth	610 mm		10%	
	Height	1040 mm		10%	
	Finish	Cocoa		10%	
	Front	Zmat		10%	
	Back	Crushed Bamboo		10%	
	Other Features	Leather Bindings		10%	
		Padded Seat with Fabric		10%	
	Base	Wood Base Mahogany with Black Resin Lines		10%	
	Fabric	M639-2		10%	
		SUBTOTAL		100%	
Item I (15%) + Item II (15%) + Item III (20%) + Item IV (10%) + Item V (20%) + Item VI (20%)				100%	

Bidder: _____

Rated by:

Printed Name over Signature
Designation

Omnibus Sworn Statement

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.

Bidder's Representative/Authorized Signatory