



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



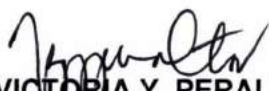
REQUEST FOR QUOTATION

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

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<p>Supply and Delivery of External Hard Drive 1TB for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group (Purchase Request No.: 2018-06-203)</p> <p>Specifications</p> <ol style="list-style-type: none"> Compatible with Windows 7 or Higher Compatible with macOS 10 or Higher USB 3.0 and 2.0 	45 pieces	One Hundred Thirty Nine Thousand Five Hundred Pesos (PhP139,500.00)

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email at the contact information indicated below. The deadline of submission of the proposal/quotation is on **June 25, 2018 at 12:00 noon** at the following contact information:

Contact person: Ms. Carol D. Musngi, IC Insur Specialist II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nation Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 122
E-mail: cr.musngi@insurance.gov.ph


MA. VICTORIA Y. PERALTA
 Officer-In-Charge
 Technical Services Group

TERMS OF REFERENCE

Supply and Delivery of External Hard Drive 1TB for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group

I. Scope of Work and Job Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
Supply and Delivery of External Hard Drive 1TB for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group	45 pieces
Specifications <ol style="list-style-type: none">1. Compatible with Windows 7 or Higher2. Compatible with macOS 10 or Higher3. USB 3.0 and 2.0	

II. Delivery Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered, free of charge, to the IC Office **on or before July 2, 2018.**

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **One Hundred Thirty-Nine Thousand Five Hundred Pesos (PhP139,500.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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. 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. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be required to submit and present the following documents, for verification/validation:

1. Proof of PhilGEPS Registration (1 Certified True Photocopy);
2. Business Registration Certificate from Department Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration from Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy); and
6. Notarized Omnibus Sworn Statement (1 Original Copy, see attached template/format).

VI. Payment Scheme

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


MA. VICTORIA Y. PERALTA
Officer-In-Charge
Technical Services Group

REPLY SLIP

Name of Supplier : _____
Address : _____

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

After having carefully read and accepted the provisions under the Terms of Reference for the **Supply and Delivery of External Hard Drive 1TB for the Functional Group Planning and Budgeting Activity of the Office of the Technical 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 1TB for the Functional Group Planning and Budgeting Activity of the Office of the Technical Services Group (Purchase Request No.: 2018-06-203)	45 pieces	Php139,500.00
Note: 1. Total cost should not exceed ABC of One Hundred Thirty-Nine Thousand Five Hundred Pesos (Php139,500.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____