



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers who are registered in the Philippine Government Electronic Procurement System (PHILGEPS) to submit the proposal/quotation for:

Item and Description	Quantity and Unit	Approved Budget
<p>Supply and Delivery of Hoodie Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Financial Examination Group</p> <p>Specifications:</p> <ol style="list-style-type: none">1. Long-sleeved hoodie jacket;2. Hood with adjustable drawstring3. Zip down the front (full zip)4. With enhanced moisture and absorbency5. Fabric: cool touch6. Lightweight7. With available stocks in green, blue, red, white, dark gray, black or navy blue color <p>Price quotation includes textiles and all other materials to be used in the production of customized shirts.</p>	66 pieces	Sixty Six Thousand Pesos (Php 66,000.00)

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 in the succeeding page.

Proposal/quotations must be received not later than 10:00 A.M. of 18 July 2018 at the following address:

Contact Person : Mr. John Christopher V. Dela Cruz
Telephone Numbers : 523-8461 to 70 loc. 132
Email Address: : jcv.delacruz@insurance.gov.ph
Place of Submission : 2nd Floor., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila


FERDINAND GEORGE A. FLORENDO
Deputy Insurance Commissioner
Financial Examination

TERMS OF REFERENCE

Small Value Procurement of Hoodie Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Financial Examination Group

I. Scope of Work and Job Specifications

Item and Description	Approved Budget
<ol style="list-style-type: none">1. Long-sleeved hoodie jacket;2. Hood with adjustable drawstring3. Zip down the front (full zip)4. With enhanced moisture and absorbency5. Fabric: cool touch6. Lightweight7. With available stocks in green, blue, red, white, dark gray, black or navy blue color <p>Price quotation includes textiles and all other materials to be used in the production of customized shirts.</p>	Sixty-Six Thousand Pesos (Php 66,000.00)

II. Delivery Terms

The Supplier should be able to deliver the items **on or before 5:00 P.M. of 30 July 2018** at the IC Office.

III. Approved Budget for the Contract

The Approved Budget for Contract is Sixty-Six Thousand Pesos (Php 66,000.00) 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 quoted price must be valid for sixty 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 under Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

V. Awarding of Contract

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

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

VI. 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 and 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.


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Deputy Insurance Commissioner
Financial Examination

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 for the **Supply and Delivery of Hoodie Jackets for the 2018-2020 Functional Group Planning and Budgeting Activity of the Financial Examination Group**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Amount
Supply and Delivery of Hoodie Jackets for the 2018-2020 Functional Group Planning and Budgeting Activity of the Financial Examination Group Note: 1. Total cost should not exceed ABC of Sixty-Six Thousand Pesos (Php 66,000.00); and 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	66 pieces	

Signature over Printed name of
Supplier/Authorized Representative

Position : _____
Dated : _____