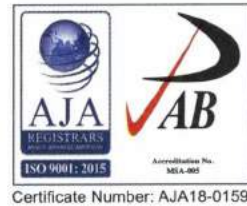




Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all interested suppliers, which are registered in the **Philippine Government Electronic Procurement System (PhilGEPS)**, to **participate and** submit their **SEALED QUOTATION** for the **Publication of the Insurance Commission's 70<sup>th</sup> Anniversary in a Major Newspaper of General Circulation** for the Fiscal Year 2019 subject to the General Conditions stated in the Terms of Reference, and submit their quotations duly signed by their representatives not later than **11 January 2019, 2:00PM**:

<b>NAME OF PROJECT</b>	Publication of the Insurance Commission's 70 <sup>th</sup> Anniversary in a Major Newspaper of General Circulation for F.Y. 2019
<b>PURCHASE REQUEST/REF. NO.</b>	2019-01-008
<b>LOCATION</b>	Insurance Commission Building 1071 United Nations Avenue Ermita, Manila, Philippines
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b><i>Three Hundred Ninety-Eight Thousand Five Hundred Pesos Only (Php398,500.00), including all applicable taxes</i></b>

The **SEALED QUOTATION** including the required documents **must be submitted in person not later than 2:00 P.M., 11 January 2019** to the Licensing Division of the Insurance Commission:

**Contact persons:** Atty. Joanne Frances D.C. Castro  
 Officer-in-Charge, Licensing Division  
 Insurance Commission

**Office Address:** Ground Floor, Insurance Commission Building  
 1071 United Nations Avenue  
 Ermita, Manila, Philippines

**Telephone Nos.:** (02) 523-8461 to 70 local 111  
**E-mail:** [jfdc.castro@insurance.gov.ph](mailto:jfdc.castro@insurance.gov.ph)

  
**ATTY. JOANNE FRANCES D.C. CASTRO**  
 Officer-in-Charge, Licensing Division

**PUBLICATION OF THE INSURANCE COMMISSION'S 70<sup>TH</sup> ANNIVERSARY  
IN A MAJOR NEWSPAPER OF GENERAL CIRCULATION**

**TERMS OF REFERENCE**

**I. OBJECTIVE**

To engage the services of a media entity (advertising) for one-time publication of the Insurance Commission's 70<sup>th</sup> Anniversary in a major newspaper of general circulation.

**II. Approved Budget for the Contract (ABC)**

The ABC for the entire services in the amount of **Three Hundred Ninety-Eight Thousand Five Hundred Pesos and 00/100 (Php398,500.00)**, inclusive of all applicable government taxes and service charges.

1. One-time interview with photo shoot
2. Editorial write up
3. Lay Out
4. Proofreading
5. Editing

**III. SCOPE OF WORK**

One-time, weekday publication of the Insurance Commission's 70<sup>th</sup> Anniversary in a major newspaper of general circulation in the Center Spread section with the following technical specifications:

Type	:	<b>1½ Full Page in Center Spread</b>
Size	:	9 columns x 17 modules
Conversion	:	Width – 46.33 cms. Length – 51.00 cms.
Color Designation	:	CMYK
Black Text	:	Solid Black
Resolution	:	300 dpi
File Type	:	Jpeg
Other Services	:	a. One-time interview with photo shoot b. Editorial write up c. Lay Out d. Proofreading e. Editing

\* Note that the Center Spread shall be breakdown as follows:

Particulars	Insurance Commission	Additional Item	Additional Item
Size	<b>1 ½ Full Page in Center Spread</b>  <b>(9 columns x 17 modules)</b>	Quarter Page in Center Spread  (3 columns x 8 modules)	Quarter Page in Center Spread  (3 columns x 8 modules)
Conversion	<b>Width – 46.33 cms</b>  <b>Length – 51.00 cms</b>	Width – 14.63 cms  Length – 24.44 cms	Width – 14.63 cms  Length – 24.44 cms
Color Designation	<b>CMYK</b>	CMYK	CMYK
Black Text	<b>Solid Black</b>	Solid Black	Solid Black
Resolution	<b>300 dpi</b>	300 dpi	300 dpi
File Type	<b>Jpeg</b>	Jpeg	Jpeg

#### IV. DELIVERABLES

The contracted service provider of media entity shall submit to the Insurance Commission **50 copies** of the issue where the advertisement was printed, together with an Affidavit of Publication, within five (5) days from the specified date of publication.

#### V. CRITERIA FOR SELECTION

1. The contracted service provider or media entity must have a capacity to place advertisements in major newspapers of general circulation under the conditions hereinafter specified;
2. The service provider or media entity must have widest national coverage.

#### VI. GENERAL CONDITIONS:

1. Quotation must be typewritten in the company's letterhead.
2. The aforementioned quotation must be accompanied by a Certified True Copies of:
  - a. PhilGEPS Registration Certificate or PhilGeps Registration Number;
  - b. Mayor's Business Permit; and
  - c. SEC Registration and Income/Business Tax Return
3. The prospective bidder must also submit an original Notarized Omnibus Sworn Statement upon submission of the Quotation.

4. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
5. The publication must be done on **18 January 2019**.



**ATTY. JOANNE FRANCES D.C. CASTRO**  
Officer-in-Charge  
Licensing Division, Insurance Commission



Manila, \_\_\_\_\_