



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 Tables and Chairs for the Insurance Commission (IC) Canteen**, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery, and Installation of Tables and Chairs for the Insurance Commission (IC) Canteen
PURCHASE REQUEST/REF. NO.	2018 – 10 – 327
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Three Hundred Sixty Thousand Pesos (PhP360,000.00) <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 **15 October 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 Tables and Chairs for the Insurance Commission (IC) Canteen

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Three Hundred Sixty Thousand Pesos (Php360,000.00)**. Prices are inclusive of taxes and all applicable charges.

II. Item Specifications

ITEM	DESCRIPTION	
1	Pantry Table	
	Quantity	32 units
	Table Top	70cm x 70 cm x 3cm Thick Mdf Board
	Height	740 mm
	Finish	Wood Grain Laminate Finish
	Frame and Leg	Tubular Leg in Chrome Finish
	Diameter of Base	50cm
	Height of Post	71cm
	Laminate Code	SF-518
	Edging	Mal Maple
	Warranty	One (1) year on parts and lifetime service warranty
2	Pantry Chair	
	Quantity	60 units
	Material	Monobloc Plastic with Rubber Footing
	Dimension	W: 15.1 inches x D: 16.5 inches
	Height	32 inches
	Color	Orange: 30 units White: 30 units
	Warranty	One (1) year service warranty
Other Features	Premium Matte Finish, Stackable up to Five (5) Chairs	

ADDITIONAL REQUIREMENT:

Suppliers must bring samples of their products upon submission of their quotations.

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 thirty (30) 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).

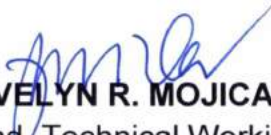
VII. Other Documents Required for Awarding of Contract

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 Tables and Chairs for the Insurance Commission (IC) Canteen**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit		Total Cost
Supply, Delivery, and Installation of Tables and Chairs for the Insurance Commission (IC) Canteen	Pantry Tables	32 units	
	Pantry Chairs	60 units	
TOTAL			

 Signature over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____

TABLE OF RATING FACTORS
Tables and Chairs for IC Canteen

Bidder: _____

Rating Factors	Weight	Rating
1. PANTRY TABLE		
<i>Specifications</i>		
<i>Dimensions</i>		
Table Top: 70cm x 70cm x 3cm	20%	
Height: 740mm	10%	
Height of Post: 71cm	5%	
Diameter of Base: 50cm	5%	
<i>Features</i>		
Finish: Wood Grain Laminate Finish	10%	
Frame and Leg: Tubular Leg in Chrome Finish	10%	
Laminate Code: SF-518	20%	
Edging: Mal Maple	20%	
SUBTOTAL		
2. PANTRY CHAIR		
<i>Specifications</i>		
<i>Dimensions</i>		
Width: 15.1 inches	10%	
Depth: 16.5 inches	10%	
Height: 32 inches	10%	
<i>Features</i>		
Material: Monobloc Plastic with Rubber Footing	30%	
Color: Orange	20%	
Color: White	20%	
SUBTOTAL		
TOTAL (50% Table + 50% Chair)		

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
t _____, Philippines.

Bidder's Representative/Authorized Signatory