



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



**REQUEST FOR QUOTATION**


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

Item and Description	Quantity and Unit	Approved Budget for the Contract
<p>Supply and Delivery of Hoodie Jackets and Shirts for the 26th Founding Anniversary of Insurance Commission Employees Welfare Association (ICEWA)</p> <p>Specifications (for Hoodie Jacket):</p> <ol style="list-style-type: none"> <li>1. Long-sleeved hoodie jacket</li> <li>2. Hood with adjustable drawstring</li> <li>3. Zip down the front (full zip)</li> <li>4. With quick dry technology</li> <li>5. With enhanced moisture absorbency</li> <li>6. Fabric: cool touch</li> <li>7. Lightweight</li> <li>8. With available stocks in green, blue, red, white, dark gray, black or navy blue color</li> </ol> <p>Specifications (for Shirt):</p> <ol style="list-style-type: none"> <li>1. V-Neck Short Sleeve T-Shirt</li> <li>2. With quick dry technology</li> <li>3. With available stocks in green, blue, red, white, dark gray, black or navy blue color</li> </ol> <p>Price quotation includes textiles and all other materials to be used in the production of customized shirts.</p>	<p>240 pieces Jacket          240 pieces Shirt</p>	<p>Four Hundred Twenty Six Thousand Five Hundred Pesos (Php426,500.00)</p>

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 below.

Proposals/quotations must be received not later than 12:00 Noon of 23 March 2018 at the following address:

<b>Contact Person</b>	: <b>MR. RAFAELLE LUIGI E. DATO</b>
<b>Telephone Number</b>	: 5238461 to 70
<b>Email address</b>	: rle.dato@insurance.gov.ph
<b>Place of Submission</b>	: 2 <sup>nd</sup> Floor, Insurance Commission Bldg. 1071 U.N. Avenue, Manila

  
**EDNA G. BERNALES**

## TERMS OF REFERENCE

### Small Value Procurement for Supply and Delivery of Hoodie Jackets and Shirts for the 26th founding anniversary of Insurance Commission Employees Welfare Association (ICEWA)

#### I. Product Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for the Contract</i>
Supply and Delivery of Hoodie Jackets and Shirts for the 26th founding anniversary of Insurance Commission Employees Welfare Association (ICEWA)  Specifications (for Hoodie Jacket): <ol style="list-style-type: none"><li>1. Long-sleeved hoodie jacket</li><li>2. Hood with adjustable drawstring</li><li>3. Zip down the front (full zip)</li><li>4. With quick dry technology</li><li>5. With enhanced moisture absorbency</li><li>6. Fabric: cool touch</li><li>7. Lightweight</li><li>8. With available stocks in green, blue, red, white, dark gray, black or navy blue color</li></ol> Specifications (for Shirt): <ol style="list-style-type: none"><li>1. V-Neck Short Sleeve T-Shirt</li><li>2. With quick dry technology</li><li>3. With available stocks in green, blue, red, white, dark gray, black or navy blue color</li></ol> Price quotation includes textiles and all other materials to be used in the production of customized shirts.	240 pieces Jacket 240 pieces Shirt	Four Hundred Twenty Six Thousand Five Hundred Pesos (Php426,500.00)

#### 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 02 April 2018

#### III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of Four Hundred Twenty Six Thousand Five Hundred Pesos (Php426,500.00) 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 price quotation must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

#### **IV. 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.

  
**EDNA G. BERNALES**  
ICEWA, President

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Information** : \_\_\_\_\_  
**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 and Shirts for the 26th Founding Anniversary of Insurance Commission Employees Welfare Association (ICEWA)**, I/We quote you on the items at prices noted below:

Item and Description	Quantity and Unit	Total Cost
<b>Supply and Delivery of Hoodie Jackets and Shirts for the 26th Founding Anniversary of Insurance Commission Employees Welfare Association (ICEWA)</b>  Notes: 1. Total Cost should not exceed ABC of Four Hundred Twenty Six Thousand Five Hundred Pesos (Php426,500.00) 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	240 pieces Jacket 240 pieces Shirt	

\_\_\_\_\_  
**Signature Over Printed Name of Supplier/Authorized Representative**

**Position** : \_\_\_\_\_

**Date** : \_\_\_\_\_