



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



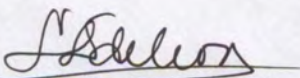
The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPs, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<p>Supply and Delivery of Pocketable Parka/Jackets for the Functional Group Planning and Budgeting Activity of the Management Support Services Group</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Pocketable design allows easy carrying. 2. High collar, hood with adjustable drawstring, and elastic cuffs and hem. 3. Compact and Wrinkle Resistant. 4. Waterproof Coating/Repellency. 5. Fabric Material: 100%Polyester Lining Material: 100%Polyester 6. Center front zip. 7. Two secure-zip front/face hand pockets. 8. Two hand pockets on back side. 9. With available color and stocks in Black, White, Gray, Blue, Pink and Red 	<p>68 pieces</p>	<p>One Hundred Two Thousand Pesos (PhP 102,000.00)</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.

Proposal/quotations must be received **not later than 12:00 Noon of 08 August 2017** at the following address:

Contact person: Ms. Sheila Marie M. Religioso, IC Administrative Aide II
Office Address: 2nd Floor., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 120 / 524-3548
E-mail: smm.religioso@insurance.gov.ph


LORNA D. DE LEON
 IC Division Manager,
 Administrative Division
 Manila, __ August 2017

TERMS OF REFERENCE

Small Value Procurement for the Supply and Delivery of Reversible Parka/Jackets for the Functional Group Planning and Budgeting Activity of the Management Support Services Group

I. Product Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Supply and Delivery of Pocketable Parka/Jackets for the Functional Group Planning and Budgeting Activity of the Management Support Services Group Specifications: <ol style="list-style-type: none">1. Pocketable design allows easy carrying.2. High collar, hood with adjustable drawstring, and elastic cuffs and hem.3. Compact and Wrinkle Resistant.4. Waterproof Coating/Repellency.5. Fabric Material: 100%Polyester Lining Material: 100%Polyester6. Center front zip.7. Two secure-zip front/face hand pockets.8. Two hand pockets on back side.9. With available color and stocks in Black, White, Gray, Blue, Pink and Red	68 pieces	One Hundred Two Thousand Pesos (PhP 102,000.00)

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 **17 August 2017**.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **One Hundred Two Thousand Pesos (PhP 102,000.00)** 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 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:

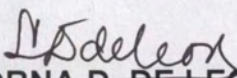
1. Proof of PhilGEPS registration;
2. Mayor's Business Permit
3. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement

V. 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 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.


LORNA D. DE LEON
IC Division Manager,
Administrative Division
Manila, __ August 2017

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 Reversible Parka/Jackets for the Functional Group Planning and Budgeting Activity of the Management Support 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 Pocketable Parka/Jackets for the Functional Group Planning and Budgeting Activity of the Management Support Services Group Note: 1. Total cost should not exceed ABC of One Hundred Two Thousand Pesos (Php102,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	68 pieces	

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____