



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 on the item listed below, subject to the attached Terms of Reference (TOR):

Item and Description	Quantity and Unit	Approved Budget
<p>Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission. (Purchase Request No. 2018-07-241)</p> <p>Specifications:</p> <ol style="list-style-type: none">1. Reversible Jacket.2. Attached, fully adjustable hood3. Adjustable hem4. Water-repellent side and soft cotton/fabric interior5. Compact and Wrinkle Resistant6. Waterproof Coating/Repellency7. Material face: 100% Polyester8. Material Back: 60% Cotton, 40% Polyester9. Center front zip10. Two secure-zip front/face hand pockets11. Two hand pockets on the side12. With available stocks in light gray, black, red, and blue color.	28 pieces	<p>Fifty-Four Thousand One Hundred Pesos (Php 54,100.00)</p> <p>Inclusive of 12% VAT and all other applicable taxes and charges</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 with sample jacket following the specifications must be received not later than 12:00 noon of 01 August 2018 at the following address:

Contact Person : Ms. Wilma Z. Conde, IC Senior Insurance Specialist
Telephone Numbers : 523-8461 to 70 loc. 110
Email Address: : wz.conde@insurance.gov.ph
Place of Submission : Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila



ATTY. DENIS C. CABUCOS
Legal Liaison Officer
Office of the Insurance Commissioner

TERMS OF REFERENCE

Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Insurance Commissioner of the Insurance Commission.

I. Product Specifications

Item and Description	Quantity and Unit	Approved Budget
Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission. Specifications: 1. Reversible jacket; 2. Attached, fully adjustable hood 3. Adjustable hem 4. Water-repellent side and soft cotton/fabric 5. Compact and wrinkle resistant 6. Waterproof coating/repellency 7. Material face: 100% Polyester 8. Material Back: 60% Cotton, 40% Polyester 9. Center front zip 10. Two secure-zip front/face hand pockets 11. Two hand pockets on the side 12. With available stocks in light gray, black, red and blue color.	28 pieces	Php 54,100.00 Inclusive of 12% VAT and all other applicable taxes and charges

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 10 August 2018.

III. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is Fifty-Four Thousand One Hundred Pesos (Php 54,100.00) 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 thirty (30) 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. It is understood that the relevant provisions of the said law and its implementing rules shall apply, govern and complement the agreement arrived at under this TOR.

Service provider must be registered in the Philippine Electronic Government Procurement System (PhilGEPS).

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. Business Registration or Mayor's Business Permit
3. BIR Tax Registration
4. Notarized Omnibus Sworn Statement (Original)

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.



ATTY. DENIS B. CABUCOS
Legal Liaison Officer
Office of the Insurance Commissioner

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 Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission Group**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Amount
Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission Group Note: 1. Total cost should not exceed ABC of Fifty-Four Thousand One Pesos (Php 54,100.00); and 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	28 pieces	

Signature over Printed name of
Supplier/Authorized Representative

Position : _____
Dated : _____