



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):

| Item and Description | Quantity and Unit | Approved Budget for Contract |
|--|-------------------|--|
| Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group Specifications: 1. Reversible Jacket. 2. Attached, fully adjustable hood. 3. Adjustable hem. 4. Water-repellent side and a soft jersey interior. 5. Compact and Wrinkle Resistant. 6. Waterproof Coating/Repellency. 7. Material Face: 100% Polyester. 8. Material Back: 54% Cotton, 46% Polyester. 9. Center front zip. 10. Two secure-zip front/face hand pockets. 11. Two hand pockets on the side. 12. Assorted colors of jacket, if possible. | 46 pieces | Php 94,300.00 Inclusive of 12% VAT and all other applicable taxes and charges |

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 25 June 2018 at the following address:

Contact person: Ms. Elizabeth M. De Luna, Senior Insurance Specialist
 Office Address: 1071 United Nations Ave., Ermita, Manila
 Telephone Nos.: 523-8462 to 70 loc. 120, 524-3548
 E-mail: em.deluna@insurance.gov.ph

MA. VICTORIA Y. PERALTA
 Officer-In-Charge, TSG

TERMS OF REFERENCE

Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group

I. Product Specifications

| Item and Description | Quantity and Unit | Approved Budget for Contract |
|---|-------------------|---|
| <p>Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Reversible Jacket. 2. Attached, fully adjustable hood. 3. Adjustable hem. 4. Water-repellent side and a soft jersey interior. 5. Compact and Wrinkle Resistant. 6. Waterproof Coating/Repellency. 7. Material Face: 100% Polyester. 8. Material Back: 54% Cotton, 46% Polyester. 9. Center front zip. 10. Two secure-zip front/face hand pockets. 11. Two hand pockets on back side. 12. Assorted colors of jacket, if possible. | 46 pieces | <p>Php 94,300.00</p> <p>Inclusive of 12% VAT and all other applicable taxes and charges</p> |

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 July 2018.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of Ninety Four Thousand Three Hundred Pesos (PhP94,300.00) 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. 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; and
3. BIR Tax Registration.

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 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.



MA. VICTORIA Y. PERALTA

Officer-In-charge, Technical Services Group



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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 Foldable Parka/Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group, I/we quote you on the item at prices noted below:

| Item and Description | Quantity and Unit | Total Cost |
|---|-------------------|------------|
| Supply and Delivery of Reversible Jackets for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group Note: 1. Total cost should not exceed ABC of Ninety Four Thousand Three Hundred Pesos (Php 94,300.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges. | 46 pieces | |

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____