



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
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 **Lease of Modular Workstations for the Insurance Commission**, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Lease of Modular Workstations for the Insurance Commission (IC)
PURCHASE REQUEST/REF. NO.	2019 – 12 – 402
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Five Hundred Ten Thousand Pesos (Php510,000.00) inclusive of VAT and other applicable taxes and charges

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 11 December 2019** to the Administrative Division in the contact information below:

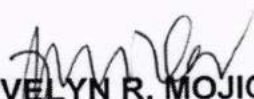
**Contact person:** **Mr. Rey M. Gannaban**  
IC Administrative Aide II

**Ms. Chantal Mae V. Simon**  
IC Administrative Officer III

**Office Address:** Second Floor, Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila

**Telephone Nos.:** 523-8461 to 70 local 120; 524-3548

**E-mail:** [rm.gannaban@insurance](mailto:rm.gannaban@insurance) or [cmv.simon@insurance.gov.ph](mailto:cmv.simon@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
Division Manager  
Administrative Division

## TERMS OF REFERENCE

### LEASE OF MODULAR WORKSTATIONS FOR THE INSURANCE COMMISSION (IC)

#### I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract (ABC) of Five Hundred Ten Thousand Pesos (Php510,000.00). Prices are inclusive of taxes and all applicable charges.

#### II. Terms of Reference:

MINIMUM SPECIFICATIONS
<b><u>GENERAL WORK REQUIREMENTS</u></b>
A. The Insurance Commission invites the a qualified service provider and supplier for the Lease of Modular Workstations:
1. To supply, deliver, and install modular equipment workstations in the following areas within the premises of the IC: <b>(a) Gym, (b) Function Room, and (c) Library.</b>  <i>The IC may also opt to have modular workstations installed at the Hearing Rooms of the Public Assistance and Mediation Division (PAMD) and the Claims Adjudication Division (CAD).</i>
2. To provide equitable/uniform space allocation for concerned IC officials and personnel consistent with the floor plan approved by the Administrative Division.
3. To conduct inspection/assessment of the area and prepare layout based on the dimensions of modular workstations for delivery.
4. If necessary, to remove/relocate wirings, cabling, conduits and other devices/equipment, to make way for the installation of the workstations, and subsequently to restore the same in the area.
5. The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up with the exact measurement per area of installation.
B. Payment of a security deposit may be allowed, which shall be refunded in full to the procuring entity <b>no later</b> than the completion of the project and the pull-out of the leased workstations from the IC premises.
C. Should any of the workstations on lease sustain substantial damage due to the fault of IC, rendering it impractical for use in serving its originally intended purpose, the supplier/service provider may issue a corresponding billing statement for the workstation and, upon payment by way IC's confirmation that the equivalent amount be deducted from the security deposit, the workstation is considered sold. A corresponding official receipt shall be issued for the purpose.

### MINIMUM SPECIFICATIONS

- D. The procuring entity has the right to demand/request from the service provider/supplier the improvement and/or replacement of any workstation or part thereof found to be unsatisfactory for use in serving its originally intended purpose. Action taken on the said demand/request must be completed no longer than three (3) days upon receipt of notification. Delivery, installation and pull-out in this case shall be free of charge.
- E. One-time payment of mobilization fee is allowed which is understood to cover charges for delivery, installation and pull-out.
- F. Payment to the supplier/service provider shall be made only based on actual period of rental and actual number of modular work stations deployed.
- G. Contract of lease shall be effective for one (1) year from approval and may be terminated earlier at the option of the procuring entity should there be no more need for the said workstations. The procuring entity, however, guarantees a minimum rental period of three (3) months immediately after the date of the completion of installations. Rental period is understood to exclude days allotted for delivery, installation, pull-out, and days when use of workstations shall have been terminated by the IC upon issuance of notification to the supplier/service provider.

Use of workstation for less than one (1) month shall be eligible for pro-rated payment including Saturdays, Sundays, and holidays, until the last day of use by IC, upon issuance of notification to the supplier/service provider.

### **SPECIFIC TECHNICAL REQUIREMENTS**

- H. The supplier/service provider must comply with the following technical specifications of workstations to be leased:

DESCRIPTION	SPECIFICATION	TOTAL NUMBER OF PERSONNEL WHICH MUST BE ACCOMMODATED
<u>Two (2) to four (4)</u> seaters open modular workstations	Table top - 120cmx60cm Front panel – 120cm Partition depth – 5cm Table depth – 3cm Height – 75cm	70 <i>(For breakdown and configuration of workstation requirement, please refer to the approved layout in Annex A)</i>

### **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) calendar 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. Other Documents Required for Awarding of Contract**

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's/Business Permit
4. Latest Income/Business Tax Return
5. Notarized Omnibus Sworn Statement (see template in Annex B)

### **VII. 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 VI 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**  
Division Manager  
Administrative Division

06 December 2019



## 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 **LEASE OF MODULAR WORKSTATIONS FOR THE INSURANCE COMMISSION (IC)** (P.R. No. 2019 – 12 – 402), I/we quote you on the item at prices noted below:

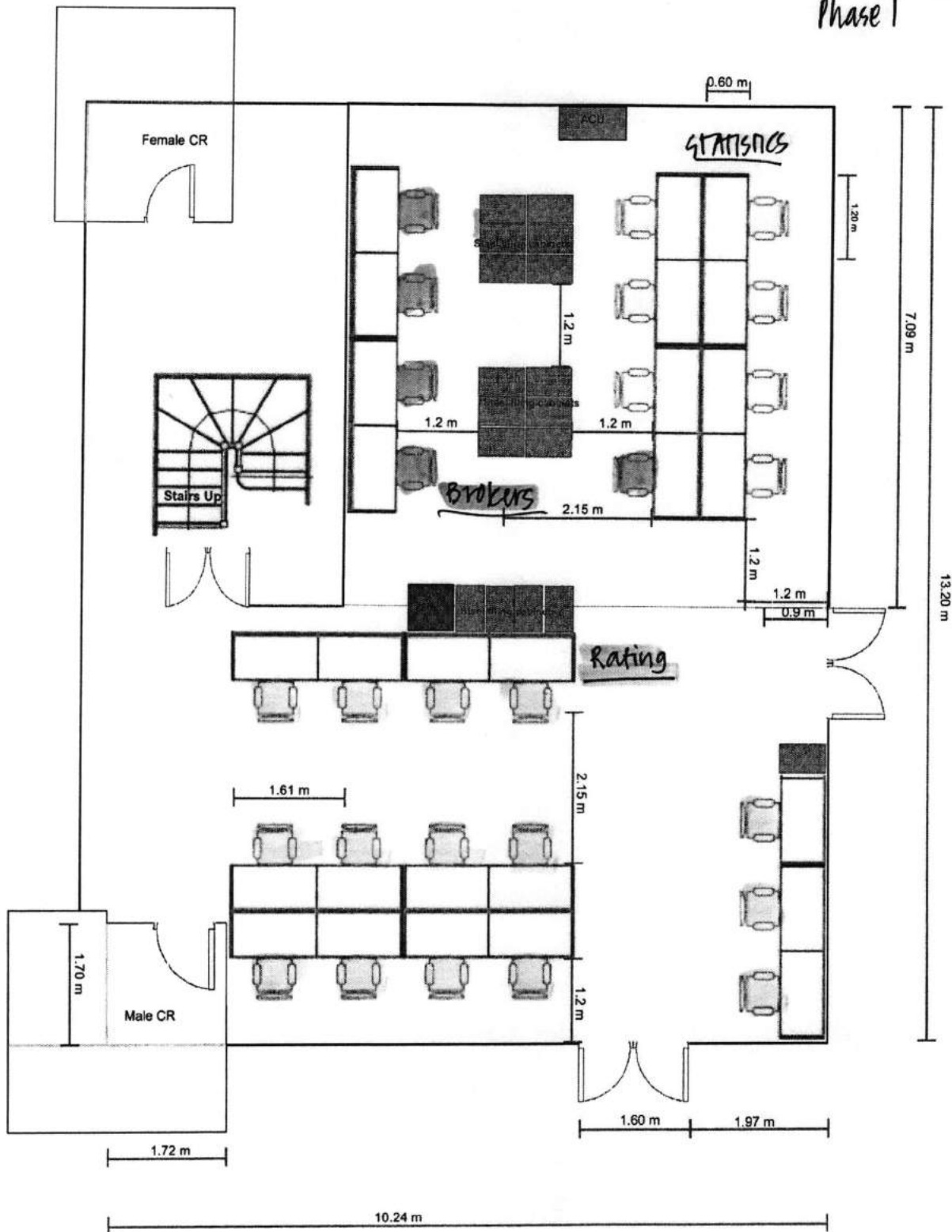
DESCRIPTION	SPECIFICATION/ MEASURE-MENTS	Unit of Pricing	Monthly Rental Cost per Unit (inclusive of all taxes and charges)	Total No. of Units	Total Cost
Open <u>two (2) to four (4)</u> seater modular workstations complete with table top and partition panels which can accommodate a maximum of seventy (70) personnel	Table top - 120cm x 60cm Front panel – 120cm Partition depth – 5cm Table depth – 3cm Height – 75cm				
Security Deposit	N.A.				
Mobilization fee	N.A.	lot	N.A.	1	
<b>TOTAL QUOTATION:</b>					

In compliance with the TOR, the following required valid documents are enclosed:

- a. Mayor's Business Permit (1 Certified True Copy)
- b. Latest Income/Business Tax Return (1 Certified True Copy)
- c. Proof of PhilGEPS Registration Number (1 Certified True Copy)
- d. Notarized Omnibus Sworn Statement

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative  
 Position: \_\_\_\_\_  
 Date : \_\_\_\_\_

ANNEX A  
Phase I



IC Function Room  
Scale: 1 cm: 0.38 m

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Phase I

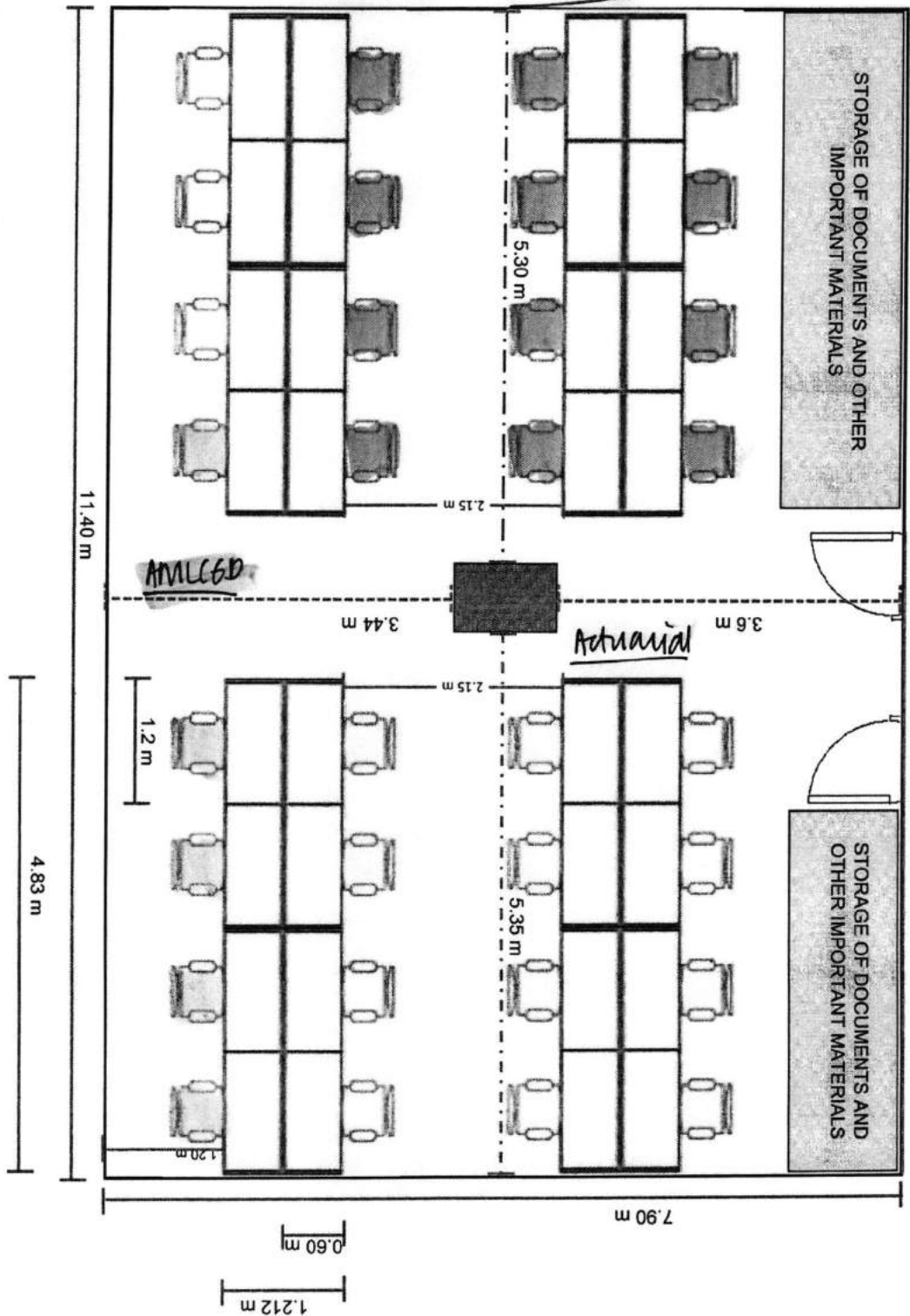
Pre-Need

STORAGE OF DOCUMENTS AND OTHER  
IMPORTANT MATERIALS

STORAGE OF DOCUMENTS AND  
OTHER IMPORTANT MATERIALS

Actual

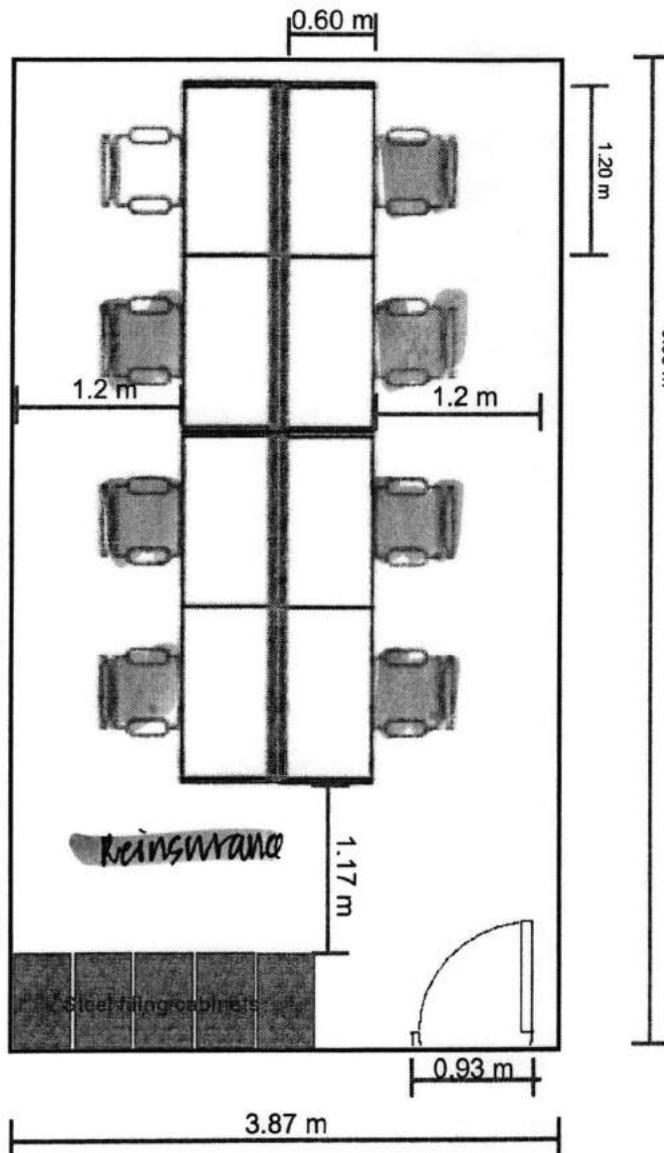
Actual



IC Library  
Scale: 1 cm: 0.38 m

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Phase 1



IC PAMD Hearing Room  
Scale: 1 cm: 0.38 m





## Omnibus Sworn Statement

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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 \_\_\_, 2019 at \_\_\_\_\_, Philippines.

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Bidder's Representative/Authorized Signatory