



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **11 December 2017, 12:00 Noon**:

NAME OF PROJECT	Supply and Delivery of Lexmark MS810dn Maintenance Kit
PURCHASE REQUEST/REF. NO.	17 – 12 – 432
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Two Hundred Twenty Four Thousand Pesos (PhP224,000.00) <i>including all applicable taxes</i>

I. TERMS OF REFERENCE:

1. Prospective bidders shall bid for the Supply and Delivery of Maintenance Kit for Lexmark MS810DN with the following specifications:

DESCRIPTION	QUANTITY	U/M
Maintenance Kit for Lexmark MS810DN Printer <i>Part No. 40X8421</i> <i>Consist of Fuser Unit, Transfer Roller, Pick-up Roller, Separation Roller</i>	10	sets

2. Prospective bidders shall bid for the aforesaid items.
3. The supply of the Lexmark MS810DN Maintenance Kit must be brand new.
4. The installation of Lexmark MS810DN Maintenance Kit must be free of charge. Installation should include replacement of the maintenance kit, health check and testing of the printer.

5. The Lexmark MS810DN Maintenance Kit that would be found defective within **fifteen (15) days** after installation shall be replaced with a brand new unit.
6. The bidder should submit manufacturer's certificate stating that the bidder is an authorized reseller of Lexmark Maintenance Kit.

II. SCHEDULE OF DELIVERY:

Supply, delivery, and installation of the Lexmark MS810DN Maintenance Kit must be not more than **fifteen (15) days** upon receipt of the **Notice To Proceed (NTP)** and must be delivered at 1071 United Nations Avenue, Ermita, Manila.

III. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subjected to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

IV. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Certificate, Notarized Omnibus Sworn Statement, Mayor's Permit, SEC Registration and BIR Tax Clearance shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 5238461 to 70 loc. 107. The **SEALED QUOTATION** may be submitted through e-mail at jcr.florencio@insurance.gov.ph and bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

7 December 2017