



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:

NAME OF PROJECT	Rental of Mobile Lights and Sounds System and LED Wall for the 2018 Year-end Assessment Program of the Insurance Commission
PURCHASE REQUEST/REF. NO.	2018 –11 – 396
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Ninety Thousand Pesos (PhP90,000.00)* <i>*Inclusive of 12% VAT and all other applicable taxes and charges</i>

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 11 December 2018** at the following address:

Contact Person: Juan Carlo R. Florencio / Information Systems Analyst I
Office Address: G/F Information Technology Division
 INSURANCE COMMISSION Building
 1071 United Nations Ave.
 Ermita, Manila
Telephone Nos.: (02) 523-8461 to 70 local 107 / (02) 524-0151
Email: jcr.florencio@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
 Chairperson
 Bids and Awards Committee

TERMS OF REFERENCE

Rental of Mobile Lights and Sounds System and LED Wall for the Insurance Commission 2018 Year-end Assessment Program

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Ninety Thousand Pesos Only (Php90,000.00)**. Prices are inclusive of taxes and all applicable charges.

II. Item Specifications

LIGHTS SYSTEM/LIGHTING EQUIPMENT
16 units LED Par
1 unit Follow Spot
4 units Light Tower
1 unit Avolite Dimmer Console
1 lot Power Cables and Connectors

BAND EQUIPMENT
1 set Drum Microphones
1 set Pearl Drum
1 unit Bass Amplifier
2 units Guitar Amplifier
1 unit Keyboard Amplifier
1 lot Power Cables and Connectors

SOUNDS SYSTEM
1 unit Digital Mixing Console
4 units 3-way Speaker System
4 units Subwoofer
4 units Stage Monitor
2 units Wireless Microphones
1 lot Wired Microphones
5 units Boom Microphones
1 unit CD Player
1 lot Power Cables and Connectors

OTHERS
1 lot Microphone Stand
1 lot Music Stand
3 Mirror Balls / Disco Balls
1 Follow Spot
1 DJ Machine/Player

LED WALL EQUIPMENT
Height: 9 Feet
Width: 12 Feet
Slim Type
Dot Pitch - P6mm
PC Desktop with Complete Accessories
LED Video Processor
Power Cable for LED
DVD Player
Switchers/Splitters
Seamless Display Switcher
1 lot Power Cables and Connectors
Platform: 4 Feet or 6 Feet

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 on **19 December 2018 at exactly 7:00AM**, which is the time of ingress, at the **Summit Hall C&D, 4th Floor Delegation Building, Philippine International Convention Center, PICC Complex, Roxas Blvd. Manila City**

V. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every hour of extension of the delivery and installation.


VI. Other Documents Required for Awarding of Contract

1. Proof of PhilGEPS Registration (1 Certified Photocopy)
2. Mayor's/Business Permit (1 Certified Photocopy)
3. Latest Income/Business Tax Return (1 Certified Photocopy)
4. Notarized omnibus Sworn Statement

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. Proof PhilGEPS Registration shall be attached to the quotation upon submission to the contact person provided in the RFQ;
3. 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
4. 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.


EDWIN CORNELIUS A. LAUZ
Head, Logistics Sub-Committee
Year-end Assessment Program

REPLY SLIP

Name of Company : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Rental of Mobile Lights and Sounds System and LED Wall for the 2018 Year-end Assessment Program of the Insurance Commission (IC)**, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
Rental of Mobile Lights and Sounds System and LED Wall for the 2018 Year-end Assessment Program of the Insurance Commission	1 Lot	

Signature Over Printed Name of Authorized Representative

Position: _____

Date : _____

Omnibus Sworn Statement

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 ___, 2018 at _____, Philippines.

Bidder's Representative/Authorized Signatory