



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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 **Rental of Mobile Lights and Sounds System and LED Wall for the Insurance Commission** during the IC Strengthening Week 2018, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Rental of Mobile Lights and Sounds System and LED Wall for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2018 – 01 – 003
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Eighty Thousand Pesos (PhP80,000.00) <i>including all applicable taxes</i>

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission or through email at the contact information indicated below. The deadline of submission of the proposal/quotation is on **17 January 2018 12:00 Noon** at the following contact information:

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.: 523-8461 to 70 local 107 / 524-0151
Email: jcr.florencio@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
Head, Logistics Sub-Committee
2018 IC Strengthening Week

TERMS OF REFERENCE

Rental of Mobile Lights and Sounds System and LED Wall for the Insurance Commission 2018 IC Strengthening Week 26 January 2018

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Eighty Thousand Pesos Only (Php80,000.00)**. 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

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

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

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

STAGE
Dimension: 16 Feet x 24 Feet x 2 Feet
3 sets Ladder/Staircase
Steel Railings/Backdrop

OTHERS
1 lot Microphone Stand
1 lot Music Stand

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 as follows:

EQUIPMENT	DATE AND TIME
LED WALL	25 January 2018, 5:00 PM
STAGE	25 January 2018, 5:00 PM
LIGHTS SYSTEM	26 January 2018, 12:30 AM
SOUNDS SYSTEM	26 January 2018, 12:30 AM
BAND EQUIPMENT	26 January 2018, 12:30 AM

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 True Copy)
2. Mayor's Business Permit (1 Certified True Copy)
3. Latest Income/Business Tax Return (1 Certified True Copy)
4. Notarized omnibus Sworn Statement (1 Original Copy)

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. PhilGEPS Registration Certificate 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
2018 IC Strengthening Week

REPLY SLIP

Name of Supplier : _____
Address : _____

Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the provisions under the Terms of Reference for the Rental of Mobile Lights and Sounds System and LED Wall for the Insurance Commission, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost
Rental of Lights and Sounds System and LED Wall for the Insurance Commission	1 Lot	

Signature over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____