



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):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<p>Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Financial Examination Group</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Lightweight ABS Hardside 2. TSA combination lock 3. Anti-theft and burst resistant zipper 4. 360° quiet and smooth wheels 5. Grip handles 6. Impact resistant 7. Dimension (L x W x H) = (40cm x 25cm x 60.5cm) 8. Approximately 3.0kg 9. Minimum of two-year warranty 	66 pieces	Two Hundred Sixty Four Thousand Pesos (PhP264,000.00)

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 17 July 2018** at the following address:

Contact person : Ms. Maria Teresa C. Jañon, IC Insurance Specialist II
Office Address : Ground Floor, Insurance Commission Building
 1071 United Nations Ave., Ermita, Manila
Telephone Nos. : 523-8462-70 loc. 152
 E-mail: mtc.janon@insurance.gov.ph


FERDINAND GEORGE A. FLORENDO
 Deputy Insurance Commissioner
 Financial Examination Group

TERMS OF REFERENCE

Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Financial Examination Group

I. Product Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Financial Examination Group Specifications: <ol style="list-style-type: none">1. Lightweight ABS Hardside2. TSA combination lock3. Anti-theft and burst resistant zipper4. 360° quiet and smooth wheels5. Grip handles6. Impact resistant7. Dimension (L x W x H) = (40cm x 25cm x 60.5cm)8. Approximately 3.0kg9. Minimum of two-year warranty	66 pieces

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 **5:00 P.M. of 30 July 2018**.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Hundred Sixty Four Thousand Pesos (PhP264,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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 should 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.

V. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be required to submit and present the following documents, for verification/validation:

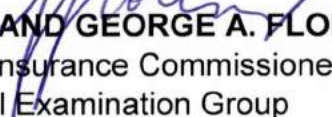
1. Proof of PhilGEPS Registration (1 Certified True Photocopy);
2. Business Registration Certificate from Department Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration from Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy); and
6. Notarized Omnibus Sworn Statement (1 Original Copy, see attached template/format).

VI. Payment Scheme

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement of 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.


FERDINAND GEORGE A. FLORENDO
Deputy Insurance Commissioner
Financial Examination Group

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration 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 Document Luggage for the Functional Group Planning and Budgeting Activity of the Financial Examination Group**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Supply and Delivery of Document Luggage for the Functional Group Planning and Budgeting Activity of the Financial Examination Group (Purchase Request No.: 2018-07-235) Note: 1. Total cost should not exceed ABC of Two Hundred Sixty Four Thousand Pesos (Php264,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	66 pieces	

Signature Over Printed Name of the Supplier/Authorized Representative

Position : _____
Date : _____