



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 **Supply, Delivery, and Installation of Modular Workstations, Furniture and Accessories for the Insurance Commission**, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery, and Installation of Modular Workstations, Furniture and Accessories for the Insurance Commission (IC)
PURCHASE REQUEST/REF. NO.	2019 – 07 – 225A
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Five Hundred Thirty-Five Thousand Pesos (PhP535,000.00) <i>including all applicable taxes</i>

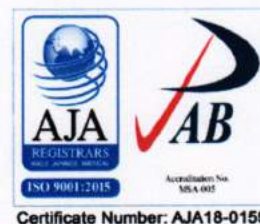
The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 09 August 2019** to the Administrative Division in the contact information below:

**Contact person:** Ms. Jenina Roussel A. Vergara – IC Administrative Officer I  
**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:** [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

  
**EDWIN CORNELIUS A. LAUZ**  
Chairperson  
Bids and Awards Committee



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## TERMS OF REFERENCE

### SUPPLY, DELIVERY, INSTALLATION OF MODULAR WORKSTATIONS, FURNITURE AND ACCESSORIES FOR THE INSURANCE COMMISSION (IC)

#### I. Approved Budget for the Contract

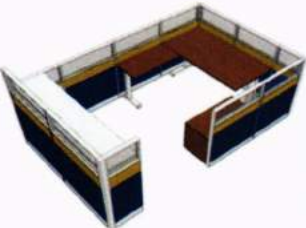

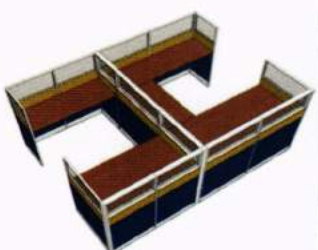
The price proposal/quotation should not exceed the Approved Budget for the Contract of **Five Hundred Thirty Five Thousand Pesos (Php535,000.00)**. Prices are inclusive of taxes and all applicable charges.

#### II. Terms of Reference :

IC MINIMUM AND ESSENTIAL SPECIFICATIONS	
<u>GENERAL WORK REQUIREMENTS</u>	
A.	The Insurance Commission invites the services of a qualified contractor/supplier for the Supply, Delivery and Installation of Modular Workstations for the following:
1.	To supply, deliver, install and design modular equipment workstations for the two (2) offices namely: <b>(a) Office of the Commissioner (OCOM); and (b) Office of the Deputy Insurance Commissioner – Technical Services Group;</b>
2.	To provide equitable/uniform space allocation for staff and Deputy Insurance Commissioner -TSG
3.	Existing Tables and fixtures to be use for the: (a) Office of the Commissioner (OCOM); and (b) New tables and fixtures for the Office of the Deputy Insurance Commissioner – Technical Services Group (TSG);
4.	Inspection/assessment of the area and preparation of initial layout and specifications of the modular workstations, office chairs and accessories;
5.	Dismantling of all necessary wirings, cabling, conduits and devices and restoration of the same in the area;
6.	The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up the exact measurement per rooms allotment;
7.	The prospective bidders shall submit their initial technical floor lay-out design and the 3-dimensional presentation of the proposed office lay-out design without owner's copyright and subject for alterations/revisions by the IC;



B. Warranty of One (1) year against defects attributable to equipment/materials/ accessories supplied and/or poor workmanship starting from the date of the **CERTIFICATE OF FINAL ACCEPTANCE** is issued.

ITEM NO.	DESCRIPTION	SPECIFICATION	QTY	U/M	SAMPLE PICTURES
I	<b>OFFICE OF THE COMMISSIONER (OCOM)</b>				
	<b>1. EXECUTIVE ASSISTANT</b>		<b>1</b>	<b>lot</b>	
	a. <b>PARTITIONS</b> : 30 and 60 mm thick RAC aluminum profile system in 2-tone fabric with single clear glass finish, with swing type non-detachable cable management, with pre-glued edgeband with powder coated steel legs and panel accessories and brackets				
	i. 3250W x 1200H x 60 mm		1	pc	
	ii. 2000W x 1200H x 60 mm		1	pc	
	iii. 2000W x 1500H x 60 mm		1	pc	
	iv. 1700W x 1200H x 30 mm		1	pc	
	v. 400W x 1500H x 30 mm		1	pc	
	b. <b>STAFF CHAIR</b> : Fabric seat and mesh backrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five-star nylon base and casters; Color: Black		1	pc	
II	<b>OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – TECHNICAL SERVICES GROUP (TSG)</b>				
	<b>1. STAFFS' WORKSTATION</b>		<b>2</b>	<b>lots</b>	
	a. <b>PARTITIONS</b> : 30 and 60 mm thick RAC aluminum profile system in 2-tone fabric with single clear glass finish, with swing type non-detachable cable management, with pre-glued edgeband with powder coated steel legs and panel accessories and brackets				
	i. 1600W x 1200H x 60 mm		1	pc	
	ii. 2050W x 1200H x 60 mm		1	pc	
	iii. 1200W x 1200H x 60 mm		1	pc	
	iv. 700W x 1200H x 30 mm		2	pcs	
	v. 1600W x 1200H x 30 mm		1	pc	
	vi. 1200W x 1200H x 30 mm		1	pc	
	vii. 450W x 1200H x 30 mm		2	pcs	

	b. <b><u>TABLE TOP</u></b> : Wood Grain Laminate Finish, 25mm thick HPL top, with pre-glued pvc edgeband			
	i. 1600W x 700D x 750H mm – Main Top	1	pc	
	ii. 900W x 450D x 750H mm – Side Table	1	pc	
	iii. 1600W x 450D x 750H mm – back Table	1	pc	
	iv. 1200W x 700D x 750H mm – Main Top	1	pc	
	v. 1200W x 450D x 750H mm – Back Table	1	pc	
	c. <b><u>STAFF CHAIR</u></b> : Fabric seat and mesh backrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five-star nylon base and casters; Color: Black	2	pcs	
	d. <b><u>THREE (3) DRAWER MOBILE PEDESTAL</u></b> – 400w x 560d x 650h; 3 drawers including 1 central lock, 1 pen tray, 1 file divider, plastic handle & 5 castors, SPCC rolling steel sheet, electrostatic powder coating surface treatment. Color: Silver Gray	2	pcs	
	e. <b><u>FOUR (4) LAYER LATERAL CABINET</u></b> 900w x 450d x 1380h, steel powder coated metal top with central lock system and file divider	2	pcs	
	<b>2. DEPUTY INSURANCE COMMISSIONER</b>	<b>1</b>	<b>lot</b>	
	a. <b><u>HIGH-BACK CHAIR</u></b> – 590W x 590D x 1190-1250H Leatherette seat and backrest, fixed chrome armrest with leather padding, pneumatic seat height adjustment, tilting mechanism, with five-star chrome base and nylon casters; Color: Black	1	pc	
	b. <b><u>VISITOR'S / CONFERENCE CHAIR</u></b> – 580W x 590D x 980H Leatherette seat and backrest, fixed chrome armrest with padding, with cantilever type chrome base; Color: Black	8	pcs	



c. <b><u>BACK CABINET</u></b> – 2800W x 450D x 1100H HPL finish with complete fittings and powder coated steel base; Color : Same with the existing table of Deputy Insurance Commissioner's table.	1	pc	
d. <b><u>CONFERENCE TABLE</u></b> - 2000W x 1000d x 760h HPL finish with complete fittings and powder coated steel base Color : Same with the existing table of Deputy Insurance Commissioner's table.	1	pc	
e. <b><u>HEIGHT ADJUSTABLE TABLE</u></b> – 1000 DIAMETER X 725 ~ 1025H; 25mm thick HPL top, pre-glued pvc edgeband, powder coated steel base with manual gas lift mechanism Color : Same with the existing table of Deputy Insurance Commissioner's table.	1	pc	

### 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) 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

### 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;

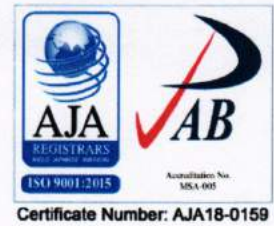
2. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
3. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents 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.

  
**EDWIN CORNELIUS A. LAUZ**  
Chairperson  
Bids and Award Committee



Republic of the Philippines  
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1071 United Nations Avenue  
Manila



### 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 **SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS, FURNITURE AND ACCESSORIES FOR THE INSURANCE COMMISSION (IC)**, I/we quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	SPECIFICATION	QTY	U/M	UNIT COST	TOTAL COST
I	OFFICE OF THE COMMISSIONER (OCOM)					
	1. EXECUTIVE ASSISTANT		1	lot		
	a. <b>PARTITIONS</b> : 30 and 60 mm thick RAC aluminum profile system in 2-tone fabric with single clear glass finish, with swing type non-detachable cable management, with pre-glued edgeband with powder coated steel legs and panel accessories and brackets					
	i. 3250W x 1200H x 60 mm		1	pc		
	ii. 2000W x 1200H x 60 mm		1	pc		
	iii. 2000W x 1500H x 60 mm		1	pc		
	iv. 1700W x 1200H x 30 mm		1	pc		
	v. 400W x 1500H x 30 mm		1	pc		



	b. <b>STAFF CHAIR</b> : Fabric seat and mesh backrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five-star nylon base and casters; Color: Black	1	pc		
II	<b>OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – TECHNICAL SERVICES GROUP (TSG)</b>				
	<b>1. STAFFS' WORKSTATION</b>	<b>2</b>	<b>lots</b>		
	a. <b>PARTITIONS</b> : 30 and 60 mm thick RAC aluminum profile system in 2-tone fabric with single clear glass finish, with swing type non-detachable cable management, with pre-glued edgeband with powder coated steel legs and panel accessories and brackets				
	i. 1600W x 1200H x 60 mm	1	pc		
	ii. 2050W x 1200H x 60 mm	1	pc		
	iii. 1200W x 1200H x 60 mm	1	pc		
	iv. 700W x 1200H x 30 mm	2	pcs		
	v. 1600W x 1200H x 30 mm	1	pc		
	vi. 1200W x 1200H x 30 mm	1	pc		
	vii. 450W x 1200H x 30 mm	2	pcs		
	b. <b>TABLE TOP</b> : Wood Grain Laminate Finish, 25mm thick HPL top, with pre-glued pvc edgeband				
	i. 1600W x 700D x 750H mm – Main Top	1	pc		
	ii. 900W x 450D x 750H mm – Side Table	1	pc		
	iii. 1600W x 450D x 750H mm – back Table	1	pc		
	iv. 1200W x 700D x 750H mm – Main Top	1	pc		
	v. 1200W x 450D x 750H mm – Back Table	1	pc		



	c. <b><u>STAFF CHAIR</u></b> : Fabric seat and mesh backrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five-star nylon base and casters; Color: Black	2	pcs		
	d. <b><u>THREE (3) DRAWER MOBILE PEDESTAL</u></b> – 400w x 560d x 650h; 3 drawers including 1 central lock, 1 pen tray, 1 file divider, plastic handle & 5 castors, SPCC rolling steel sheet, electrostatic powder coating surface treatment. Color: Silver Gray	2	pcs		
	e. <b><u>FOUR (4) LAYER LATERAL CABINET</u></b> 900w x 450d x 1380h, steel powder coated metal top with central lock system and file divider	2	pcs		
	<b>2. <u>DEPUTY INSURANCE COMMISSIONER</u></b>	<b>1</b>	<b>lot</b>		
	a. <b><u>HIGH-BACK CHAIR</u></b> – 590W x 590D x 1190-1250H Leatherette seat and backrest, fixed chrome armrest with leather padding, pneumatic seat height adjustment, tilting mechanism, with five-star chrome base and nylon casters; Color: Black	1	pc		
	b. <b><u>VISITOR'S / CONFERENCE CHAIR</u></b> – 580W x 590D x 980H Leatherette seat and backrest, fixed chrome armrest with padding, with cantilever type chrome base; Color: Black	8	pcs		
	c. <b><u>BACK CABINET</u></b> – 2800W x 450D x 1100H HPL finish with complete fittings and powder coated steel base; Color : Same with the existing table of Deputy Insurance Commissioner's table.	1	pc		
	d. <b><u>CONFERENCE TABLE</u></b> - 2000W x 1000d x 760h HPL finish with complete fittings and powder coated steel base Color : Same with the existing table of	1	pc		

	Deputy Insurance Commissioner's table.				
	e. <b><u>HEIGHT ADJUSTABLE TABLE</u></b> – 1000 DIAMETER X 725 ~ 1025H; 25mm thick HPL top, pre-glued pvc edgeband, powder coated steel base with manual gas lift mechanism Color : Same with the existing table of Deputy Insurance Commissioner's table.	1	pc		
	<b><i>TOTAL BID PRICE:</i></b>				
Note: 1. Total bid price should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.					

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 : \_\_\_\_\_



## 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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory