



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila

### REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the item/s listed below, subject to the terms and conditions stated in the Terms for Reference (TOR):

NAME OF PROJECT	Supply, Delivery and Installation of Brand New Air-conditioning units and Dismantling of Existing Air-conditioning units
PURCHASE REQUEST/RIS/REF. NO.	2018-11-381
LOCATION	IC Building, 1071 United Nations Avenue, Ermita Manila and G/F HVD Arcade I.T Park, Subangdaku Mandaue Cebu City
APPROVED BUDGET FOR CONTRACT (ABC)	Php990,200.00
DELIVERY & INSTALLATION PERIOD	Within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	27 November 2018, 3:00 PM.

The **Open Quotation** with the duly accomplished **Reply Slip** shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 27 November 2018, 3:00 PM**, to the Administrative Division-General Services Section through the contact information below:

<b>Mr. REY M. GANNABAN</b> IC Administrative Aide II Administrative Division - General Services Section 524-3548 and/or 523-8462 to 70 local 120 E-Mail: <a href="mailto:rm.gannaban@insurance.gov.ph">rm.gannaban@insurance.gov.ph</a>	<b>Mr. CRISOSTOMO O. FERRER</b> IC Administrative Officer III Administrative Division - General Services Section 524-3548 and/or 523-8462 to 70 local 120 E-Mail: <a href="mailto:co.ferrer@insurance.gov.ph">co.ferrer@insurance.gov.ph</a>
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**ALWYN FRANZ P. VILLARUEL**  
Officer-in Charge  
Administrative Division

Manila, 23 November 2018

## TERMS OF REFERENCE

**Small Value Procurement for Supply, Delivery and Installation of Brand New Air-conditioning Units and Dismantling of the existing Air-conditioning Units of the Insurance Commission (IC) Manila Head Office and IC Cebu District Office respectively.**

### I. SCOPE

1. The prospective supplier shall bid for the Supply, Delivery and Installation of Brand New Four (4) Air-conditioning Units including the Dismantling of the existing Air-conditioning Units of the **IC Building, 1071 United Nations Avenue, Ermita Manila and G/F HVD Arcade I.T Park, Subangdaku Mandaue Cebu City respectively.**
2. Supplier's/Bidder's quotation should contain the bid for the entire lot which shall include all items enumerated below and shall not exceed the Approved Budget for the Contract (ABC).

<div>3.0TR Brand New Inverter Floor Mounted</div> <div>Location:</div> <div><div>A. Cashier Section-IC Manila Head Office</div><div>Scope of Work:</div><div><div>1. Dismantling of existing 3.0TR FM;</div><div>2. Installation of Feeder lines in feet: Re-use existing;</div><div>3. Installation of Copper tube in feet: 20ft;</div><div>4. Circuit Breaker:*50 Ampere bolt-on, common trip;</div><div>5. Installation of 3.0TR Brand New Inverter Floor Mounted; and</div><div>6. Testing run and commissioning</div></div></div> <div>B. G/F HVD Arcade I.T Park, Subangdaku Mandaue City, Cebu</div> <div>Scope of Work:</div> <div><div>1. Installation of Feeder lines in feet: 85ft/Phase #8 AWG with ground wire;</div><div>2. Installation of Copper tube in feet: 28ft;</div><div>3. Circuit Breaker:*50 Ampere bolt-on, common trip;</div><div>4. Installation of 3.0TR Brand New Inverter Floor Mounted; and</div><div>5. Testing run and Commissioning</div></div>	<div>2</div>	<div>Sets</div>	
<div>Technical Data</div> <div><div><div>Nominal Cooling Capacity</div><div>BTU/h</div><div>38,000</div></div><div><div></div><div>kJ/hr</div><div>40,090</div></div><div><div>Power Supply</div><div>Volts/Phase/Hz</div><div>220-240-1-60</div></div><div><div>Rated Current</div><div>A</div><div>16.2</div></div><div><div>Energy Efficiency Ratio (EER)</div><div>BTU/h-W</div><div>12.3</div></div><div><div></div><div>kJ/hr-W</div><div>12.9</div></div><div><div>Indoor Air Flow (High)</div><div>m3/h</div><div>1,734</div></div><div><div>Indoor Noise level (Low)</div><div>dBA</div><div>48</div></div><div><div>Refrigerant</div><div></div><div>R140A</div></div><div><div>Compressor</div><div>Rotary</div><div></div></div></div>			
<div>Indoor Unit</div>			

Unit Dimension ( <u>WxDxH</u> ) Weight	mm Kg	550 x 350 x 1,800 50/67			
<b>Outdoor</b> Unit Dimension ( <u>WxDxH</u> ) Weight Piping Size Liquid/Gas Maximum Pipe Length Maximum Difference in Level	mm Kg mm m m	1,030 x 420 x 810 69/75 9.5/15.9 30 20			
<b>Warranty:</b> 1 Year Parts and Service (Inclusive of semi-annually/Twice a year maintenance) One (1) year on Compressor					
<b>5.0TR Inverter Floor Mounted</b> <b>Location:</b> C. Life Division Office-IC Manila Head Office <b>Scope of Work:</b> 1. Installation of new Feeder lines in feet: 460ft/Phase, #6 AWG, 3Phase with ground wire; 2. Installation of Copper tube in feet: Back to back; 3. Circuit Breaker: *60 Ampere bolt-on, common trip; 4. Installation of Brand New 5.0TR Inverter Floor Mounted; and 5. Testing run and Commissioning			<u>1</u>	<u>Set</u>	
<b>Technical Data</b>  Cooling Capacity Power Consumption Rated Current Energy Efficiency Ratio  Indoor Noise Level (Low) Indoor Air flow (High) Maximum Pipe Length Maximum Difference in Level Tubing Connection Dia. (Liq/Gas) Power Supply Refrigerant Compressor  <b>Indoor Unit</b> Unit Dimension ( <u>WxDxH</u> ) Weight  <b>Outdoor Unit</b> Unit Dimension ( <u>WxDxH</u> ) Weight  <b>Warranty:</b> 1 Year Parts and Service (Inclusive of semi-annually/Twice a year maintenance) One (1) year on Compressor					



	<b>5.0TR Inverter Ceiling Mounted</b> <b>Location:</b> D. Function Room-IC Manila Head Office <b>Scope of Work:</b> 1. Dismantling of existing 3.0TR Aircon unit including its existing wire and resize to stranded wire #8 AWG, 3Phase with ground wire; 2. Installation of Feeder line in feet: 80ft; 3. Installation of Copper tube in feet: 15ft; 4. Circuit Breaker: *60 Ampere bolt-on, common trip; 5. Installation of 5.0TR Inverter Ceiling Mounted; and 6. Testing run and Commissioning	1	Set	
	<b>Technical Data</b>  Nominal Cooling Capacity      BTU/h      60,000 kJ/hr      63,300 Power Supply      Volts/Phase/Hz      230-3-60 Rated/Maximum Power      Watts      5,370 Rated Current      Amps      12.0 Energy Efficiency Ratio (EER)      BTU/h-W      11.2 kJ/hr-W      11.8 Indoor Air Flow-High Speed      m3/h      2,423 Noise level (Lo)      dBA      49.3 Refrigerant      R140A  <b>Indoor Unit</b> Net Dimension (WxDxH)      mm      1,650 x 675 x 235 Gross Dimension (WxDxH)      mm      1,725 x 755 x 313 Net/Gross Weight      Kg      39.2 / 45.7  <b>Outdoor</b> Net Dimension (WxDxH)      mm      952 x 415 x 1,333 Gross Dimension (WxDxH)      mm      1,090 x 495 x 1480 Net/Gross Weight      Kg      104 / 116 Piping Size Liquid/Gas      mm      9.52/19 Maximum Pipe Length      m      50  <b>Warranty:</b> <u>1 Year Parts and Service</u> (Inclusive of semi-annually/Twice a year maintenance) One (1) year on Compressor			

\* Circuit Breaker: Preferably GE or its equivalent  
Note: All indoor to outdoor unit control wires must use PVC flexible orange and for non-existing feeder lines must use PVC orange pipe.

## II. Terms of Payment

- The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.

4. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
5. Price validity must be for a period of thirty (30) days from submission of quotation.
6. Payment shall be made within thirty (30) days after the complete delivery, installation, testing run and commissioning of the four (4) newly installed air-conditioning units. The IC shall not be held liable for any delay in the payment under reasonable circumstances.

### **III. SPECIAL CONDITIONS**

#### ***Qualifications of the Supplier***

7. The supplier/company should be duly registered with the PhilGEPS.
8. The supplier should be a holder of a valid business license from relevant government agencies.

#### ***Delivery of Services***

The supplier shall deliver and install the three (3) brand new Inverter Floor Mounted Air-conditioning units at the **IC Building, 1071 United Nations Avenue, Ermita Manila** and one (1) brand new 3.0TR Inverter Floor Mounted at the **G/F HVD Arcade I.T Park, Subangdaku Mandaue Cebu City** respectively and should be completed within fifteen (15) Calendar days including testing run and commissioning upon receipt of Notice to Proceed (NTP).

#### ***Limitation of Liability***

9. Subject to the Insurance Commission's obligation to pay the price due to the supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the price.

#### ***Termination***

10. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
11. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other party to do so.
12. Any termination of the Agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or to continue in force on or after such termination.

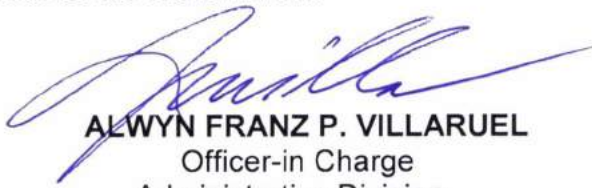


## Miscellaneous

13. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
14. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
15. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
16. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as (Government Procurement Reform Act) of the Revised Implementing Rules and Regulation-A (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

## IV. GENERAL CONDITIONS

17. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
18. PhilGEPS Registration Number is required to be submitted **along with the Open Quotation**.
19. The **Open Quotation** together with the duly accomplished Reply Slip shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 27 November 2018, 3:00 PM**.
20. The bidder *with the lowest calculated responsive bid* shall be required to submit the original documents for verification and validation purposes:
  - A. Mayor's Business Permit;
  - B. Proof of PhilGEPS Registration;
  - C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
  - D. Latest Income/Business Tax Return;
  - E. Notarized Omnibus Sworn Statement (see attached template/format).
21. 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 the 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.

  
**ALWYN FRANZ P. VILLARUEL**  
Officer-in Charge  
Administrative Division

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for **Supply, Delivery and Installation of Brand New Air-conditioning units and Dismantling of existing Air-conditioning units** 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, Delivery and Installation of Brand New Air-conditioning units and Dismantling of existing Air-conditioning units:		
A. Cashier Section - IC Manila Head Office	1 unit-3.0Tr Floor Mounted Inverter	
B. G/F HVD Arcade I.T Park, Subangdaku Mandaue Cebu City	1 unit-3.0Tr Floor Mounted Inverter	
C. Life Division Office - IC Manila Head Office	1 unit-5Tr Floor Mounted Inverter	
D. Function Room – IC Manila Head Office	1 unit-5Tr Ceiling Mounted Inverter	
Note: 1. Total cost should not exceed ABC Pesos 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

In compliance with the TOR **certified true copies** of the following required documents are enclosed:

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration;
- C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
- D. Latest Income/Business Tax Return;
- E. Notarized Omnibus Sworn Statement (see attached template/format).

\_\_\_\_\_  
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 legal age, **Status**, Filipino, and residing at **Address**, after having been duly sworn in accordance with law, do hereby depose and state that:
1. I am the duly authorized and designated representative of **Company** with office address at **Address**;
  2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Company** in the bidding as shown in the attached of authorization;
  3. **Company** 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. **Company** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
  6. None of the officers and members of **Company** 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. **Company** complies with existing labor laws and standards; and
  8. **Company** 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 **Small Value Procurement for Supply, Delivery and Installation of Brand New Air-conditioning Units and Dismantling of the existing Air-conditioning Units of the Insurance Commission (IC) Manila Head Office and IC Cebu District Office respectively.**

9. **Company** 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 Name/Authorized Signatory]

*SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of **Date**. Affiant exhibiting to me his  
Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_.*

*Doc. No.:  
Page No.:  
Book No.:  
Series of 2018*