



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



REQUEST FOR QUOTATION

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission (IC) invites all interested suppliers and interested parties to participate and submit their lowest price quotation, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2
PURCHASE REQUEST/RIS/REF. NO.	2018-05-167
LOCATION	IC BUILDING, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	Php68,250.00 VAT Inclusive
DELIVERY PERIOD	Seven (7) working days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	04 June 2018, @ 3:00PM

The **sealed quotation** with the **Reply Slip** shall be submitted personally or by email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 04 June 2018, 3:00 PM**, to the Administrative Division-General Services Section to the Contact information below:

Mr. REY M. GANNABAN IC Administrative Aide II Administrative Division – GSS 524-3548 and/or 523-8462 to 70 local 120 E-Mail: rm.gannaban@insurance.gov.ph	Ms. CRESCENCIA R. GATCHALIAN IC Supervising Administrative Officer Administrative Division 524-3548 and/or 523-8462 to 70 local 120 E-Mail: cr.gatchalian@insurance.gov.ph
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LORNA D. DE LEON
 IC Division Manager
 Administrative Division

Manila, 29 May 2018

TERMS OF REFERENCE

Small Value Procurement for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2

I. SCOPE

1. The prospective supplier/bidder shall bid for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2 of IC Building at 1071 United Nations Avenue, Ermita, Manilla.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include ***all*** items enumerated below and should not exceed the approved Budget for the Contract.

Item No.	Item and Description	Quantity	Cost
1.	QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel	1 Lot	
2.	SIGA-278 Addressable Detectors Stations	1 Lot	
3.	SIGA-PS Addressable Smoke Detectors	1 Lot	
4.	SIGA -HRS Addressable Heat Detectors	1 Lot	
5.	MB6-24 Conventional Fire Alarm Bell, 6" Diameter	1 Lot	
6.	Re-tightening of Base Connection	1 Lot	
7.	TOTAL COST		
	WARRANTY PERIOD		

II. TERMS OF PAYMENT

3. **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 and acceptance of the items. The IC shall not liable for any delay in the payment under reasonable and acceptable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

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

Delivery of Services

9. The supplier shall perform the One (1) Time Inspection and Cleaning of IC's Existing Edwards Fire Alarm System Model QS4-5-G-2, for seven (7) working days upon receipt of the Notice to Proceed (NTP).

Limitation of Liability

10. 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 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

11. 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.
12. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which if not remedied (if it is capable of being remedied) within Thirty (30) days of written notice from the other party to do.
13. 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 continue in force on or after such termination.


Miscellaneous

14. 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.
15. 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.

16. 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 Seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
17. 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-A) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

IV. GENERAL CONDITIONS

18. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
19. The **Sealed quotation** together with the **Reply Slip** shall be submitted personally or by mail to the IC Administrative Division, 2nd Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 04 June 2018, 3:00PM.**
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 Number;
 - c. Income/Business Tax Return; and
 - d. Omnibus Sworn Statement
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.


LORNA D. DE LEON
~~IC Division Manager~~
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 of One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2**, 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>
One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2		
1. QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel	1 Lot	
2. SIGA-278 Addressable Detectors Stations	1 Lot	
3. SIGA-PS Addressable Smoke Detectors	1 Lot	
4. SIGA-HRS Addressable Heat Detector	1 Lot	
5. MB6-24 Conventional Fire Alarm Bell, 6" Diameter	1 Lot	
6. Re-tightening of Base Connection	1 Lot	
7. TOTAL COST		
WARRANTY PERIOD:		
Note: 1. Total cost 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 **certified true copies** of the following required documents are enclosed:

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration Number;
- C. Income/Business Tax Return; and
- D. Omnibus Sworn Statement (Original Copy)

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date : _____