



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 **ADDITIONAL GIFTS FOR CY 2019 LOYALTY INCENTIVE AWARDEES** to be conferred during the IC Strengthening Week 2020, subject to the attached Terms of Reference (TOR) stated herein, and submit their quotations duly signed by their representatives not later than 24 **January 2020, 12:00NN:**

| | |
|----------------------------------|---|
| NAME OF PROJECT | Additional Gifts for the CY 2019 Loyalty Incentive Awardees |
| PURCHASE REQUEST/REF. NO. | 2020 – 01 – 026 |
| LOCATION | HRD Office, Ground Flr., Insurance Commission Bldg., 1071 UN Ave., Manila |
| APPROVED BUDGET | Five Hundred Seventy Thousand Pesos (Php570,000.00) <i>including all applicable taxes</i> |

For further inquiries, please coordinate with **Ms. LEIZLE L. ARLANDO** at telephone number (02) 8523-8461 to 70 loc. 106. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph or delivered to the following address:

HUMAN RESOURCE DIVISION
 Ground Floor, Insurance Commission Bldg.,
 1071 United Nations Ave., Ermita, Manila

ATTY. JOANNE FRANCES D.C. CASTRO
 IC Division Manager
 Licensing Division
 Human Resource Division (*concurrent*)

TERMS OF REFERENCE

Additional Gifts for the CY 2019 Loyalty Incentive Awardees

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Five Hundred Seventy Thousand Pesos Only (Php570,000.00)**. Prices are **inclusive of taxes and all applicable charges**.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

Price quotation must be **valid within one hundred twenty (120) days** from submission and shall not be subject to price escalation during contract implementation.

II. Item Specifications

The Supplier shall provide the **additional gifts for the CY 2019 Loyalty Incentive Awardees** to be conferred during the IC 2020 Strengthening Week on 28 January 2020 at the Philippine International Convention Center (PICC), Pasay City.

The following are the inclusions of the service:

| | |
|--------------------------|--|
| Additional Gifts | Additional gifts for CY 2019 Loyalty Incentive awardees in the form of <i>gift certificates</i> |
| Coverage/Benefits | <ol style="list-style-type: none">1. Can be used by the awardees immediately upon receipt;2. No expiration date;3. Available in denominations of 500-peso and 1,000-peso;4. Quantity per denomination shall be based on the requirement of IC; and,5. Valid and accepted in all <i>accredited</i> shops, retailers, stores, outlets, supermarkets and restaurants of the Supplier nationwide |

Below is the breakdown of quantity for the additional gifts:

| Additional Gifts for CY 2019 Loyalty Incentive Awardees | Denomination (Face Value) of Gift Certificates | Quantity per awardee | No. of Awardees | Total Costs in Php |
|--|---|---------------------------------|----------------------------|---------------------------|
| 15 Years Loyalty Awardee <i>Php15,000.00</i> | 500-peso | 10 | 1 | 5,000.00 |
| | 1,000-peso | 10 | 1 | 10,000.00 |
| 20 Years Loyalty Awardee <i>Php20,000.00</i> | 500-peso | 20 | 3 | 30,000.00 |
| | 1,000-peso | 10 | 3 | 30,000.00 |
| 25 Years Loyalty Awardee <i>Php25,000.00</i> | 500-peso | 20 | 3 | 30,000.00 |
| | 1,000-peso | 15 | 3 | 45,000.00 |
| 30 Years Loyalty Awardee <i>Php30,000.00</i> | 500-peso | 20 | 7 | 70,000.00 |
| | 1,000-peso | 20 | 7 | 140,000.00 |
| 35 Years Loyalty Awardee <i>Php35,000.00</i> | 500-peso | 20 | 5 | 50,000.00 |
| | 1,000-peso | 25 | 5 | 125,000.00 |
| 40 Years Loyalty Awardee <i>Php35,000.00</i> | 500-peso | 20 | 1 | 10,000.00 |
| | 1,000-peso | 25 | 1 | 25,000.00 |

III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

IV. Schedule of Delivery

The items should be delivered on or before **27 January 2020 (Monday)** at the **HRD Office, Ground Floor, Insurance Commission Bldg., 1071 UN Ave., Manila.**

V. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every hour of delay of the delivery and installation/set-up.

VI. Other Documents Required for Awarding of Contract

1. List of Supplier's accredited retailers, stores, outlets, supermarkets and restaurants nationwide
2. Proof of PhilGEPS Registration
3. Mayor's/Business Permit
4. Business Registration (SEC/DTI/CDA)
5. Certificate of Tax Registration issued by the Bureau of Internal Revenue
6. Latest Income/Business Tax Return
7. Notarized Omnibus Sworn Statement

The proposals shall be evaluated based on the coverage, and other value-added benefits, inclusive in the purchase and use of the Suppliers' gift certificates.

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. Proof of PhilGEPS Registration 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.
5. Payment shall be made within thirty (30) days after complete delivery and acceptance of items. The IC shall not be held liable for any delay in the payment under reasonable and acceptable 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.



ATTY. JOANNE FRANCES D.C. CASTRO
IC Division Manager
Licensing Division
Human Resource Division (*concurrent*)

Omnibus Sworn Statement

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 ___, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory