



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Ermita, Manila
Telephone Number: 5238462 to 70
<http://www.insurance.gov.ph>

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers to participate and submit their sealed quotation for the **Publication of Insurance Commission Circular Letter No. 2018-48 in a Newspaper of General Circulation** subject to the conditions stated in the Terms of Reference.

NAME OF PROJECT	Publication of Insurance Commission Circular Letter No. 2018-48 in a Newspaper of General Circulation
PURCHASE REQUEST REF. NO.	2018-09-307
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT	<i>Two Hundred Sixteen Thousand Pesos Only (Php216,000.00) inclusive of tax</i>
DATE/TIME OF OPENING OF SEALED QUOTATION/S	<u>08</u> October 2018 / 2:00PM

The **SEALED QUOTATION** including the required documents **must be submitted in person not later than, 2:00 P.M. 08 October 2018** to the Administrative Division – Records Section:

Contact Person: Mr. Edmar D.J. Ignacio, IC Administrative Officer I
Administrative Division – Records Section
Office Address: Ground Floor, Insurance Commission Bldg.
1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 5238461 to 70 local 123
E-mail: edji@insurance.gov.ph


ALWYN FRANZ P. VILLARUEL
Officer-in Charge
Administrative Division



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Ermita, Manila
Telephone Number: 5238462 to 70
<http://www.insurance.gov.ph>

**PUBLICATION OF INSURANCE COMMISSION CIRCULAR LETTER
NO. 2018- 48 IN A NEWSPAPER OF GENERAL CIRCULATION**

TERMS OF REFERENCE

I. OBJECTIVE

To engage the services of a media entity (advertising) for one-time publication of Insurance Commission (IC) Circular Letter No. 2018-48 in a major newspaper of general circulation.

II. SCOPE OF WORK

One-time, weekday publication of IC Circular Letter No. 2018-48 in a major newspaper of general circulation in the classifieds or display section with a minimum font size of 8 pts., black and white, Arial font style and a dimension of three (3) full pages.

III. DELIVERABLES

The contracted service provider of media entity shall submit to the Insurance Commission a copy/ies of the issue where the advertisement was printed, together with an Affidavit of Publication, within five (5) days from the date of publication.

IV. CRITERIA FOR SELECTION

1. The contracted service provider or media entity must have a capacity to place advertisements in major newspapers of general circulation;
2. The service provider or media entity must have widest national coverage.

V. GENERAL CONDITIONS:

1. Quotation must be typewritten in the company's letterhead.
2. ***Certified True Copy of PhilGEPS Registration Certificate, Mayor's Business Permit, SEC Registration and Income/Business Tax Return and Original Notarized Omnibus Sworn Statement*** shall be attached upon submission of the Quotation.

All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.