



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**



### REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>Supply and Delivery of 2018 IC Solidarity Day Bags (P.R. No. 2018-04-133)</b>	<b>259 pieces</b>	<b>Four Hundred Thousand Pesos (Php 400,000.00)</b>

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 17 April 2018** at the following address:

**Contact person:** Ms. Leizle L. Arlando, IC Administrative Officer II  
**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 534-8462 to 70 loc. 120, 524-3548  
**E-mail:** [hr@insurance.gov.ph](mailto:hr@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division



## TERMS OF REFERENCE

### Supply and Delivery of 2018 IC Solidarity Day Bags (P.R. No. 2018-04-133)

#### I. Scope of Work and Job Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
<b>Supply and Delivery of 2018 IC Solidarity Day Bags (P.R. No. 2018-04-133)</b>  Specifications  <ol style="list-style-type: none"><li>1. Ultralight <b>Back Pack</b> suited for everyday use</li><li>2. Lightweight and made of 600 Denier polyester material</li><li>3. Capacity: 25-Liter (1,550 cu. in.)</li><li>4. Weight: 0.3 kg (12oz)</li><li>5. Dimensions: 42cm x 30cm x 14cm (16.7in x 13 in x 8.5 in)</li><li>6. With large main compartment and front utility pocket with organizer</li><li>7. With 2/3 padded back panel and web haul handle</li><li>8. With available stocks in at least six (6) designs (solid colors and prints)</li></ol>	<b>259 pieces</b>

#### II. Delivery and Warranty Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered to the IC Manila Office on or before 23 April 2018. For items with factory defects, the Supplier shall immediately replace the items **within seven (7) working days** from return of defective items to the Supplier.

All items should have a **guaranteed two-year warranty period** from the date of purchase for manufacturing defects in workmanship and/or material.

#### III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Four Hundred Thousand Pesos (PhP400,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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

The price quotation must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

#### **IV. Mode of Procurement**

The mode shall be Negotiated Procurement under Small Value Procurement as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. It is understood that the relevant provisions of the said law and its implementing rules shall apply, govern and complement the agreement arrived at under this TOR.

Supplier must be registered in the Philippine Electronic Government Procurement System (PhilGEPS).

#### **V. Evaluation and Selection Criteria**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for the 2018 IC Solidarity Bags (**Annex A**).

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.

#### **VI. Awarding of Contract**

The bidders shall submit their Reply Slip Form, along with the samples of the proposed bags in all available colors and the following documents:

1. Mayor's Permit
2. Business Registration (SEC/DTI/CDA)
3. Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (format to be provided by IC)
6. Proof of PhilGEPS Registration


Bags samples shall be returned to the bidder after inspection of IC.

#### **VII. Payment Terms**

The payment for the goods delivered shall be made within thirty (30) days after the complete delivery, acceptance of the items, and issuance of billing statement by the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Office Address** : \_\_\_\_\_  
\_\_\_\_\_  
**E-mail Address** : \_\_\_\_\_  
**Telephone No.** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration/Organization No.:** \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Supply and Delivery of 2018 IC Solidarity Day Bags (P.R. No. 2018-04-133)**, 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>
<b>Supply and Delivery of 2018 IC Solidarity Day Bags (P.R. No. 2018-04-133)</b>  Note: 1. Total cost should not exceed ABC of Four Hundred Thousand Pesos (PhP400,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	<b>259 pieces</b>	

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Annex A

TABLE OF RATING FACTORS

2018 IC Solidarity Day Bags

Bidder: \_\_\_\_\_

	Rating Factors	Weight	Rating
<b>I</b>	<b>Specifications</b>		
	Capacity	10%	
	Weight	10%	
	Dimensions	10%	
	Features	10%	
<b>II</b>	<b>Textile</b>		
	Texture & Thickness	10%	
	Color Intensity	10%	
<b>V</b>	<b>Stitching neatness and durability</b>		
	• Front Pocket	10%	
	• Main Compartment	10%	
	• Shoulder Straps/Handle	10%	
<b>VI</b>	<b>Zipper style and stitching</b>	10%	

Rated by:

\_\_\_\_\_  
Printed Name over Signature  
Designation

## 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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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:* The owner or sole proprietor is 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 \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice



(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects