



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



**REQUEST FOR QUOTATION**


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

The Insurance Commission (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Supply and Installation of Sunscreen for Executive Lounge and Canteen of the Insurance Commission
<b>REFERENCE NO. /PR NO.</b>	PR No. 2019-03-102
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Php 65,000.00 – inclusive of taxes and other charges
<b>DELIVERY PERIOD</b>	Ten (10) working days upon IC’s final approval
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	<u>19</u> August 2019 / 12:00NN

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 19 August 2019** to the Administrative Division in the contact information below:

**Contact person:** Ms. Paulette G. Delgado – IC Administrative Officer III  
**Office Address:** Second Floor. Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 523-8461 to 70 local 120; 524-3548  
**E-mail:** [pg.delgado@insurance.gov.ph](mailto:pg.delgado@insurance.gov.ph)

  
**PAULETTE G. DELGADO**  
 IC Administrative Officer III  
 Administrative Division  
 Manila, 13 August 2019



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



## TERMS OF REFERENCE

### Supply and Installation of Sunscreen for the Executive Lounge and Canteen of the Insurance Commission

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#### I. SCOPE

1. The prospective supplier shall bid for one (1) lot Supply and Installation of Sunscreen for the Executive Lounge and Canteen of the Insurance Commission.

#### II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

#### III. SPECIAL CONDITIONS

##### *Qualifications of the Supplier*

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

##### *Delivery of Services*

8. The supplier shall deliver the items at the Administrative Division of the Insurance Commission within Ten (10) working days upon IC's final approval of the submitted layout/sample/proof.

### ***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***

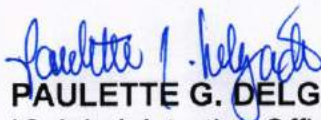
10. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
11. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.
12. Any termination of the agreement (in whatever way 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***

13. The failure of either party to enforce its right based on the agreement under this TOR at any time for 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 seven (7) days, the Party 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 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) 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/dealer or its duly authorized representative.
18. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
19. The sealed quotation 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 19 August 2019; 12:00 Noon.**
20. The bidder with the lowest calculated responsive bid shall be required to submit the following documents for verification and validation purposes:
  - a. Mayor's Business Permit
  - b. Income Business Tax Return
  - c. Proof of PhilGEPS Certification
  - 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 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.



**PAULETTE G. DELGADO**  
IC Administrative Officer III,  
Administrative Division  
Manila, 19 August 2019



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



**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 and Reference (TOR) for the Small Value Procurement of Supply and Installation of Sunscreen for the Executive Lounge and Canteen of the Insurance Commission, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Total Cost
1	Lot	<b>Project Type:</b> Supply and Installation of Sunscreen for the Executive Lounge and Canteen of the Insurance Commission  <b>Panels:</b> 5 for Executive Lounge 7 for Canteen	
<b>Note:</b> 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, the following required valid documents are enclosed:

- A. Mayor's Business Permit (certified true copies);
- B. PhilGEPS Registration Number (certified true copies);
- C. Income/Business Tax Return (certified true copies); and
- D. Notarized Omnibus Sworn Statement

\_\_\_\_\_  
 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 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 project.