



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



## REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the Terms and Conditions stated herein, and submit their quotations duly signed by their authorized representatives not later than **31 July 2019 at 12:00 Noon.**

<b>NAME OF PROJECT</b>	<b>Rebidding of Supply of Labor, Materials and Installation of Electricity for the Insurance Commission (IC) Canteen</b>
<b>REFERENCE NO. /PR NO.</b>	2019-03-079
<b>LOCATION</b>	<b>Insurance Commission</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>Four Hundred Fifty Thousand (Php 450,000.00)</b>
<b>DELIVERY PERIOD</b>	Must be Completed within Forty-Five (45) <b>CALENDAR DAYS</b> upon receipt of Notice to Proceed (NTP)

### I. TERMS OF REFERENCE

Supply of Labor, Materials and Installation of Electricity for the Insurance Commission (IC) Canteen at the Insurance Commission located at 1071 United Nations Avenue, Manila.

### II. SCOPE OF WORK

#### A. ELECTRICAL PLAN

- Preparation of As Built Plan for electrical permit approval
- Blue print seven (7) sets
- Sign and by Professional Electrical Engineer
- Endorse the said plan to the authority concern for checking
- If approved, endorse the electrical plan to the chief electrical division for signing
- The said electrical plan will proceed to record section for numbering

- B. Application and approval of Electrical permit at the Manila City Hall
- C. Submission of government approved plan to the MERALCO to secure approval for the additional meter base installation in order to secure "yellow card"
- D. Mobilization
- E. Installation of wirings and meter base
- F. Demobilization
- Meter Base Deposit is to be shouldered by the Procuring Entity amounting to Php100,000.00

### III. DELIVERY PERIOD

1. **Supply of Labor, Materials and Installation of Electricity for the Insurance Commission (IC) Canteen** must be not more than **Forty-Five (45) days** upon receipt of the **Notice To Proceed (NTP)**.

### IV. MODE OF PROCUREMENT

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

### V. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Partial Payment of 50% of the total contract price for the administrative expenses of the project shall be paid to the winning contractor upon issuance of the Notice to Proceed, and the balance payable upon completion of the project. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

## **VI. DELIVERY OF SERVICES**

1. **RESPONSIBILITIES OF THE CONTRACTOR.** All prospective Contractors, prior to submitting their respective bids, are required to inspect and examine the site and surroundings of the Proposed Project to arrive at an estimated cost for the labor, materials, equipment, facilities, and services necessary to implement the Project. The site inspection and examination shall be conducted at **Insurance Commission, 1071 United Nations Avenue, Manila on 29-30 July 2019 from 2-4pm.** Any cost incurred during the site inspection shall be for the account of the prospective bidders. For this purpose, each prospective Contractor shall submit a Site Inspection Certificate issued by the Procuring Entity, which shall constitute part of the eligibility documents.
2. The supplier shall proceed to perform the scope of work at the Insurance Commission Main Office within Forty-Five (45) calendar days upon receipt of Notice to Proceed (NTP).
3. The Contractor shall undertake all the contingencies and other necessary works to complete the project. Bid tendered shall be deemed complete in all aspects of the work.
4. The electrical system materials and labor supplied shall be guaranteed free from defects in materials and workmanship for one (1) year from the date of acceptance by the IC Main Office. The warranty covers repairing or replacing any defect parts, including on-site labor.

## **VII. LIMITATION OF LIABILITY**

1. 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.

## **VIII. TERMINATION**

1. 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.
2. 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.
3. 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.

#### **IX. MISCELLANEOUS**

1. 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.
2. 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.
3. 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.
4. 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.

#### **X. PENALTIES**

In case of failure to make the full delivery and installation within the time specified above, a penalty of one-tenth (1/10) of 1% for every day of delay shall be imposed on the undelivered items and unfinished installation.

#### **XI. OTHER DOCUMENTS REQUIRED FOR AWARDING OF CONTRACT**

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's/Business Permit (1 Certified True Copy)
4. Latest Income/Business Tax Return (1 Certified True Copy)
5. Notarized Omnibus Sworn Statement (1 Original Copy)

#### **XII. 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. 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
3. 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.

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 31 July 2019** to the IC Main Office in the contact information below:

**Contact person** : **MR. CRISOSTOMO O. FERRER**  
IC Administrative Officer III

**MR. REY GANNABAN**  
IC Administrative Aide II

**Office Address** : 1071 United Nations Avenue, Manila

**Contact Numbers** : (02) **523.8461/ 09229381863/09163998399**

**E-mail** : [co.ferrer@insurance.gov.ph](mailto:co.ferrer@insurance.gov.ph) /  
[rm.gannaban@insurance.gov.ph](mailto:rm.gannaban@insurance.gov.ph)

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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

  
**CRESCENCIA R. GATCHALIAN**  
Officer-In-Charge  
Administrative Division

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Business Address** : \_\_\_\_\_  
**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, Delivery, Installation and Labor costs for Electrical Works and End to End Data Structured Cabling System at the IC Cebu District Office**, I/We quote you on the items at prices noted below:

<b>TOTAL BID PRICE, Pesos:</b>	
<b>Plus 12% RVAT:</b>	
<b>TOTAL BID PRICE PHP:</b>	

**Total Amount in Words:**

\_\_\_\_\_ (Php \_\_\_\_\_)

**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 valid documents are enclosed:

1. Mayor's/Business Permit (Certified True Copy)
2. Latest Income/Business Tax Return (Certified True Copy)
3. Business Registration (SEC/DTI/CDA) (Certified True Copy)
4. Proof of PhilGEPS Registration (Certified True Copy)
5. Omnibus Sworn Statement (Original Copy)
6. Certificate of site inspection (Original Copy issued by the Procuring Entity)

\_\_\_\_\_  
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 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 \_\_, 2019 at \_\_\_\_\_, Philippines.

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



# INSURANCE COMMISSION

IC DOCUMENT ROUTING SYSTEM



## DOCUMENT ROUTING SLIP

<b>Control No.</b>	19032000101	<b>Document Date</b>	07/26/2019
<b>Date Requested</b>	2019-07-26 09:54:03	<b>Addressee</b>	Edwin Cornelius A. Lauz
<b>Entry Created By</b>	Crisostomo Ferrer	<b>Signatory</b>	GATCHALIAN, CRESCENCIA RAMENTO
<b>Document Type   Subject</b>	Others   Request for Posting		

## EVALUATION HISTORY

DATE	FROM	TO	INSTRUCTION/S	ACTION	Days Pending
2019-07-26 09:54:03	CRISOSTOMO FERRER   General Services Section	ADMINISTRATOR-BAC   Bids and Awards	Request for Posting	FORWARD	0



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Manila



Certificate Number: AJA18-0159

## MEMORANDUM

**FOR** : **Mr. EDWIN CORNELIUS A. LAUZ**  
Chairperson  
Bids and Awards Committee

**FROM** : **The Officer-In-Charge**  
Administrative Division

**DATE** : **26 July 2019**

**SUBJECT** : **Request for Posting of the Supply of Labor, Materials and Installation of Electricity for the Insurance Commission (IC) Canteen**

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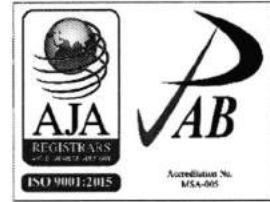
This is to request the Bids and Awards Committee (BAC) for the reposting of the project for Supply of Labor, Materials and Installation of Electricity for the Insurance Commission (IC) Canteen.

Thank you very much.

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**CRESCENCIA R. GATCHALIAN**



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Manila



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