



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), 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 General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **3 December 2019, 12:00 Noon:**

<b>NAME OF PROJECT</b>	<b>Supply, Delivery, and Installation of Uninterruptible Power Supply (UPS) Consumables</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2019 – 11 – 334</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Five Hundred Fifty Thousand Pesos (Php550,000.00)

**I. TERMS OF REFERENCE:**

<b>Supply, Delivery and Installation of Uninterruptible Power Supply (UPS) Consumables</b>					
<b>ITEM I</b>	<b>A. Uninterruptible Power Supply (UPS)</b>				
	The following UPS consumables shall be provided:				
	<b>DESCRIPTION</b>	<b>Serial Number</b>	<b>Part Number</b>	<b>QTY</b>	<b>U/M</b>
	APC Symmetra PX 9Ah Battery Unit, High Performance	PD1533150053	SYBTU2-PLP	16	pcs.
	<b>B. Other Requirements</b>				
	<b>1. Warranty/Preventive Maintenance</b>				
	a. Winning bidder shall provide brand new consumables, not refurbished.				
	b. UPS consumables must have 1 year warranty.				
	c. Warranty shall start upon the installation of the consumables to UPS.				
	d. Installation is upon the request of IC IT Division or if the need arises, e.g., existing consumables fails.				

	e. Installation shall be included or free of charge.
	f. Batteries must be calibrated prior to installation.
	g. Winning bidder must be <b>CERTIFIED</b> by the <b>SCHNEIDER ELECTRIC</b> to install the said consumables.
	<b>2. Penalty / Liquidated Damages</b>
	a. A penalty of PhP100.00 for every unit for every hour of delay in the repair or replacement of the defective unit/s shall be deducted from the 10% retention.
	b. The applicable rate is one tenth (1/10) of one percent (1%) of the total bid price of the winning bidder for every day of delay.
	<b>3. Delivery Date and Address</b>
	a. The winning bidder must deliver the service invoice and PMS not more than thirty (30) days upon receipt of the Notice to Proceed and must delivered at 1071 United Nations Avenue, Ermita Manila
	<b>4. Acceptance and Payment</b>
	a. Acceptance and payment shall be issued upon compliance of the foregoing. All deliverables mentioned above shall be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.

## II. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. Your proposal should include certified true copies of the following documents:
  - a. Certification of PhilGEPS Registration / PhilGEPS Registration Number;
  - b. Registration certificate from the Securities and Exchange Commission (SEC); or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration;
  - c. Mayor's/Business permit issued by the city or municipality where the principal place of the business of the prospective bidder is located;
  - d. Notarized Omnibus Sworn Statement; and

- e. Latest Income/Business Tax Return or BIR Tax Clearance
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 8523-8461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at [jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

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

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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

  
**EDWIN CORNELIUS A. LAUZ**  
BAC Chairperson

## 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