



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>
Supply and Delivery of 2019 IC Solidarity Day Thermal Bottles (P.R. No. 2019-05-162) <i>Refer to the Terms of Reference for detailed specifications.</i>	250 pieces	Two Hundred Sixty Thousand Pesos (Php260,000.00)

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 03 June 2019** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd 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


REVELYN R. MOJICA
 IC Division Manager
 Human Resource Division



TERMS OF REFERENCE

Supply and Delivery of 2019 IC Solidarity Day Thermal Bottles (P.R. No. 2019-05-162)

I. Scope of Work and Job Specifications

<i>Item and Description</i>	<i>Quantity and Unit</i>
Supply and Delivery of 2019 IC Solidarity Day Thermal Bottles (P.R. No. 2019-05-162) Specifications <ol style="list-style-type: none">1. Thermal Suction Bottle with 400ml capacity2. Made of 304 Stainless Steel, PP, Silicon and ABS3. BPA-Free4. With twin wall vacuum insulated stainless steel for maximum temperature retention5. Heat Insulation for four (4) to six (6) hours for 56°C or above drink temperature6. Cold insulation for four (4) to six (6) hours for 12°C or below drink temperature7. With strong grip-pad design at the base of the bottle to prevent it from tipping over accidentally and help reduce spillage. Grip-pad base works on all flat and non-porous surfaces.8. With food-safe and non-toxic silicon tea filter that is detachable for easy cleaning9. With rubber handle to easily carry the bottle10. Bottle size is suitable for cup holders in cars.11. Outer housing of the bottle has a plain solid color and simple design	250 pieces

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 10 June 2019.

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, provided, however, that the defective items have not been deliberately misused

by the clients sustaining obvious damage/s. The IC may report and return defective items within six (6) months to one (1) year from date of delivery.

III. **Approved Budget for the Contract**

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Hundred Sixty Thousand Pesos (PhP260,000.00)** 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 at least one hundred twenty (120) 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).

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.

V. **Awarding of Contract**

The bidders shall submit their Reply Slip Form (**Annex A**), along with the samples of the proposed item 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

Item sample shall be returned to the bidder after inspection of IC.

VI. 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

ANNEX A

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 2019 IC Solidarity Day Thermal Bottles (P.R. No. 2019-05-162)**, 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>
Supply and Delivery of 2019 IC Solidarity Day Thermal Bottles (P.R. No. 2019-05-162)	250 pieces	
Note: 1. Total cost should not exceed ABC of Two Hundred Sixty Thousand Pesos (PhP260,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement

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