



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

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers to submit their lowest price quotation on the items listed below, subject to the provisions of Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery and Installation of Insurance Commission (IC) Official Logos at the IC Main Office
REFERENCE NO./PR NO.	2021-10-193
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR CONTRACT (ABC)	Six Hundred Thousand Pesos (PHP600,000.00), <i>inclusive of VAT and other charges</i>
DELIVERY & INSTALLATION PERIOD	Must be completed in thirty (30) days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>05 November</u> 2021, 12:00NN

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person or through email not later than 12:00 NN, 05 November 2021** to the Administrative Division – General Services Section through the following:

Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer III
Mr. Rey M. Gannaban, IC Administrative Aide II

Office Address : Administrative Division, 2nd Floor IC Main Office Building,
1071 United Nations Avenue, Manila

Telephone Numbers : 85238461 to 70 local 120; 85243548

Mobile Numbers : 09163998399 / 09175312298

Email Address : co.ferrer@insurance.gov.ph
rm.gannaban@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Administrative Division

Manila, 25 October 2021

TERMS OF REFERENCE

Supply, Delivery and Installation of Insurance Commission (IC) Official Logos at the IC Main Office

I. SCOPE

1. The Supplier/Bidder shall provide price quotation covering **all** items enumerated below and should not exceed the Approved Budget for the Contract (ABC) of Six Hundred Thousand Pesos (PHP600,000.00), inclusive of all applicable taxes, fees and other charges.

Item No.	Item and Description
1	IC façade logo in 2.5m x 2.5m stainless steel logo (use 304 stainless steel) using laser cutting technology. Design and lettering of such logo should be engraved within IC's approved logo. Final paint of the logo shall be based on the approved color submitted to IC, paint should be powder coated and weatherproof. Use weatherproof LED strips in warm white color (submit sample).
2	Entrance gate logo in 1m x 1m stainless steel logo (use 304 stainless steel) using laser cutting technology. Design and lettering of such logo should be engraved within IC's approved logo. Final paint of the logo shall be based on the approved color submitted to IC, paint should be powder coated and weatherproof. Use weatherproof LED strips in warm white color (submit sample).
3	Relocation of "INSURANCE COMMISSION" lettering logo – remove the existing letterings and restore the wall where the letterings were attached. Repair and re-buff all lettering before installing to the designated location. Inspection of the logo shall be required before final reinstallation.
4	Minor painting works – repaint and restore all deficiencies on the wall/surface where the logos and letterings shall be installed. Use gloss latex matching the existing color of the wall/surface.
5	Minor electrical works – all electrical works shall be closely coordinated with the Administrative Division and its technical personnel before commencement of work. Use 3.5mm THHN wire for LED lighting supply. If embedded, use 3/4 diameter steel flexible hose for conduits.

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, should not exceed the ABC of Six Hundred Thousand Pesos (PHP600,000.00), inclusive of all applicable taxes, fees and other charges.

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. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.**
2. **A Certified True Copy of the supplier's/bidder's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly accomplished and signed Scope of Work and Bills of Materials (template attached) and duly notarized Omnibus Sworn Statement, shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person or through email not later than 12:00 NN, 05 November 2021** to the Administrative Division – General Services Section through the following:

Mr. Crisostomo O. Ferrer, IC Administrative Officer III
co.ferrer@insurance.gov.ph

Mr. Rey M. Gannaban, IC Administrative Aide II
rm.gannaban@insurance.gov.ph
4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
 - c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
 - e. Latest Income/Business Tax Returns (ITR).
5. **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 the**

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.

IV. SPECIAL CONDITIONS

Qualifications of the Supplier

1. The supplier/bidder must be a holder of valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.
2. All prospective suppliers/bidders, prior to submitting their respective quotations, are required to inspect and examine the site and surroundings of the Proposed Project, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed on 26 Oct - 02 Nov 2021 at **9:00 AM until 12:0 NN**. Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For this purpose, each prospective supplier/bidder **shall submit a Site Inspection Certificate (template attached) issued by the Procuring Entity, which shall constitute part of the documentary requirement.**

Delivery of Services

3. **The supplier shall complete the project in a period of thirty (30) days upon receipt of the Notice to Proceed (NTP).**

Limitation of Liability

4. 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 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

5. 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.
6. 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 fifteen (15) days of written notice from the other party to do so.
7. Any termination of the agreement (howsoever 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 to continue in force on or after such termination.

Miscellaneous

8. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
9. 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.
10. 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 five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
11. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulation (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.


REVELYN R. MOJICA
IC Division Manager
Administrative Division

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 of Reference (TOR) for the Small Value Procurement (SVP) for **Supply, Delivery and Installation of Insurance Commission (IC) Official Logos at the IC Main Office**, I/we quote you on the item at prices noted below:

Item No.	Item and Description	Quantity and Unit	Total Cost
1	IC façade logo in 2.5m x 2.5m stainless steel logo (use 304 stainless steel) using laser cutting technology. Design and lettering of such logo should be engraved within IC's approved logo. Final paint of the logo shall be based on the approved color submitted to IC, paint should be powder coated and weatherproof. Use weatherproof LED strips in warm white color (submit sample).	1 Lot	
2	Entrance gate logo in 1m x 1m stainless steel logo (use 304 stainless steel) using laser cutting technology. Design and lettering of such logo should be engraved within IC's approved logo. Final paint of the logo shall be based on the approved color submitted to IC, paint should be powder coated and weatherproof. Use weatherproof LED strips in warm white color (submit sample).		
3	Relocation of "INSURANCE COMMISSION" lettering logo – remove the existing letterings and restore the wall where the letterings were attached. Repair and re-buff all lettering before installing to the designated location. Inspection of the logo shall be required before final reinstallation.		
4	Minor painting works – repaint and restore all deficiencies on the wall/surface where the logos and letterings shall be installed. Use gloss latex matching the existing color of the wall/surface.		
5	Minor electrical works – all electrical works shall be closely coordinated with the Administrative Division and its technical personnel before commencement of work. Use 3.5mm THHN wire for LED lighting supply. If embedded, use 3/4 diameter steel flexible hose for conduits.		

Note: The Total Cost should not exceed the Approved Budget for the Contract (ABC) of _____ (PHP _____), inclusive of all applicable taxes, fees and other charges.

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

1. Scope of Works and Bill of Materials (using prescribed template/format);
2. Notarized Omnibus Sworn Statement (using prescribed template/format);
and
3. Certificate of Site Inspection (using prescribed template/format).

Certified true copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Number/Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
5. Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



INSURANCE COMMISSION
1071 United Nations Ave., Ermita, Manila

PROJECT: **SUPPLY, DELIVERY AND INSTALLATION OF INSURANCE COMMISSION OFFICIAL LOGOS**
LOCATION: **1071 UNITED NATIONS AVENUE, ERMITA, MANILA**
SUBJECT: **SCOPE OF WORKS AND BILL OF MATERIALS**

ITEM	PARTICULARS	UNIT	QTY	MATERIAL		LABOR		AMOUNT	
				UNIT COST	AMOUNT	UNIT COST	AMOUNT		
I	GENERAL REQUIREMENTS								
1.01	Mobilization / Demobilization	LOT	1.00				-	-	
1.02	Safety and Health Requirements	LOT	1.00				-	-	
1.03	Hauling of debris	LOT	1.00				-	-	
1.04	Scaffoldings	LOT	1.00				-	-	
SUB - TOTAL									-
II	PARTICULARS								
2.01	Supply and install of IC façade logo <i>(In 2.5mx2.5m stainless steel laser cut logo, engraved designs; with powder coated paint; complete with LED backlighting)</i>	SET	1.00		-		-	-	
2.02	Supply and install of IC Entrance gate logo <i>(In 1mx1m stainless steel laser cut logo, engraved designs; with powder coated paint; complete with LED backlighting)</i>	SET	1.00		-		-	-	
2.03	Relocation of "INSURANCE COMMISSION" lettering logo <i>(Includes rebuffering, minor repairs, and installation of LED backlighting)</i>	SET	1.00		-		-	-	
2.04	Minor painting works for retouching <i>(Use gloss latex and existing color to match)</i>	LOT	1.00		-		-	-	
2.05	Minor electrical works for supply <i>(Use 3.5mm THHN wire and 3/4 dia. Steel flexible hose for wiring-ins including chipping works)</i>	LOT	1.00		-		-	-	
SUB - TOTAL									-
A. DIRECT COST = (I+II)									-
B. INDIRECT COST (OVERHEAD, CONTINGENCY AND MISCELLANEOUS AND PROFIT)									-
C. TAXES (GOVERNMENT TAXES 5%)									-
ESTIMATED CONSTRUCTION COST									-

Prepared by:

Name and Signature
Designation



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



CERTIFICATE OF SITE INSPECTION

This is to certify that the **[Company Name]** has conducted an ocular or site inspection on _____ **2021**, relative to the requirement of the project hereunder specified:

NAME OF PROJECT	Supply, Delivery and Installation of Insurance Commission (IC) Official Logos at the IC Main Office
PURCHASE REQUEST/ REF. NO.	2021-10-193
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	<u>Negotiated Procurement – Small Value Procurement</u> (Sec. 53.9, Revised Implementing Rules and Regulations of R. A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT	_____, <i>inclusive of VAT and other charges</i>
IMPLEMENTING OFFICE	Administrative Division

Issued this _____ 2021.

REVELYN R. MOJICA
IC Division Manger
Administrative Division



INSURANCE COMMISSION PARKING
A PROPOSED LOGO AND LIGHTING OPTION 1
 SCALE NTS

JAN CRISTOPHER P. SALINAS ARCHITECT		_____ ENGINEER		REVISIONS R.A.9288 SEC. 33 <small>REVISIONS AND AMENDMENTS TO THIS DRAWING SHOULD BE MADE IN PENCIL OR INK. IN THE CASE OF PENCIL, THE ORIGINAL DRAWING SHOULD BE KEPT AS A RECORD OF THE ORIGINAL DESIGN. IN THE CASE OF INK, THE ORIGINAL DRAWING SHOULD BE KEPT AS A RECORD OF THE ORIGINAL DESIGN. THE ORIGINAL DRAWING SHOULD BE KEPT AS A RECORD OF THE ORIGINAL DESIGN.</small>	PROJECT NAME PROPOSED RENOVATION OF IC'S MAIN BUILDING LOGO/SIGNAGE	APPROVED BY: DENNIS B. FUNA INSURANCE COMMISSIONER	DATE: 06-17-2021 SCALE: NTS	DWG NO. AR-01
				CHECKED BY: JGPS	SHEET NO. 01-03			
PRC NO.: 37317 PTR. NO.: 9548100 ISSUED ON: BULACAN	TIN. NO.: 467304385000 VALID.: 01/19/2019	PRC NO.: PTR. NO.: ISSUED ON:	TIN. NO.: VALID.:	LOCATION: #1071 UNITED NATIONS AVENUE, ERMITA, MANILA	APPROVED BY: _____	DATE: 06-17-2021 SCALE: NTS	DWG NO. AR-01	

Replace old logo (Komisyon ng Seguro)
with new logo (Insurance Commission);
bigger in size and with LED lights



Replace old logo (Komisyon ng
Seguro) with new logo
(Insurance Commission); same
size and with LED lights



Transfer letterings (INSURANCE COMMISSION) from
lobby canopy to the upper wall with LED lights