



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



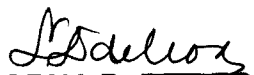
REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the item/s listed below, subject to the terms and conditions stated in the Terms for Reference (TOR):

NAME OF PROJECT	Supply, Delivery and Installation of Brand New Automatic Sliding Glass Door Mechanism Bi-parting and Dismantling of Existing Automatic Sliding Glass Door
PURCHASE REQUEST/RIS/REF. NO.	2017-04-142
LOCATION	IC BUILDING, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	Php228,190.00
DELIVERY & INSTALLATION PERIOD	Fifteen (15) to Twenty (20) Working days upon receipt of Purchase/Job Order (P/J.O)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	17 April 2017, 12:00 NN.

The **sealed quotation** with the **reply slip** shall be submitted personally or by email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 17 April 2017, 12:00 NN**, to the Administrative Division-General Services Section to the Contact information below:

Mr. REY M. GANNABAN IC Administrative Aide I Administrative Division – General Services Section 524-3548 and/or 523-8462 to 70 local 120 E-Mail: rm.gannaban@insurance.gov.ph	Ms. CRESCENCIA R. GATCHALIAN IC Supervising Administrative Officer Administrative Division 524-3548 and/or 523-8462 to 70 local 120 E-Mail: cr.gatchalian@insurance.gov.ph
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LORNA D. DE LEON
IC Division Manager
Administrative Division

Manila, 07 April 2017

TERMS OF REFERENCE

Small Value Procurement for Supply, Delivery and Installation of Brand New Automatic Sliding Glass Door Mechanism Bi-parting and Dismantling of Existing Automatic Sliding Glass Door located at the Insurance Commission (IC) Building Ground Floor Lobby

I. SCOPE

1. The prospective supplier shall bid for Supply, Delivery and Installation of One (1) Set Automatic Sliding Glass Door Mechanism Bi-parting and Dismantling of Existing Automatic Sliding Glass Door located at the Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include all items enumerated below and should not exceed the approved Budget for the contract.

Item No.	Item and Description	Quantity and Unit	Total Cost
1.	1. Supply, Delivery and Installation of Brand New Automatic Sliding Glass Door Mechanism Bi-parting, preferably made in USA including the following: A. Aluminum Header & Cover Approximately 165" to 170"; B. Drive System Motor Tooth Head Belt; C. Controller Microprocessor Based; D. Two (2) Safety Motion Sensor; E. Two (2) Pieces Bottom Guide; F. Two (2) Pieces Clamp Glass Aluminum; G. Two (2) Pieces Tempered Glass Panel Bronze , Dimension: T-12mm x W-37-½ inches x H-94-½ inches with Complete Accessories; H. One (1) Unit AVR 500 Watts and 2. Dismantling of Existing Automatic Sliding Glass Door.	One (1) Set	
2.	Warranty Period		

II. 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 a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not held any liable for any delay in the payment under reasonable and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

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

Delivery of Services

7. The supplier shall deliver the items at the Administrative Division of the Insurance Commission Fifteen (15) to Twenty (20) working days upon receipt of Purchase/Job Order (P/J.O).

Limitation of Liability

8. 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

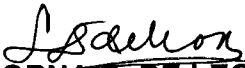
9. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
10. Either party may terminate the agreement upon written notice if the other is in breach of any 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 so to do.
11. 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

12. 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.
13. 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.
14. Neither Party shall be liable for failure to perform or delay in perform or delay in performing any obligation under this Terms of Reference 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.
15. It is understood that all the relevant provisions of the Republic Act No. 9184, other known as (Government Procurement Reform Act) of the Revised Implementing Rules and Regulation-A (RIRR) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

IV. GENERAL CONDITIONS

16. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
17. PhilGEPS Registration Number is required to be submitted **along with the sealed quotation**.
18. The **sealed quotation** shall be submitted personally or by email to the IC Administrative Division, Second Floor, IC Building, 1071 United nations Avenue, Ermita, Manila **not later than 17 April 2017, 12:00 NN**.
19. The bidder *with the lowest calculated responsive bid* shall be required to submit the original documents for verification and validation purposes:
 - a. Mayor's Business Permit;
 - b. Proof of PhilGEPS Registration;
 - c. Income/Business Tax Return; and
 - d. Omnibus Sworn Statement
20. 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.


LORNA D. DE LEON
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 Brand New Automatic Sliding Glass Door Mechanism Bi-parting and Dismantling of Existing Automatic Sliding Glass Door** 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>
1. Supply, Delivery and Installation of Brand New Automatic Sliding Glass Door Mechanism Bi-parting, preferably made in USA including the following: A. Aluminum Header & Cover Approximately 165" to 170"; B. Drive System Motor Tooth Head Belt; C. Controller Microprocessor Based; D. Two (2) Safety Motion Sensor; E. Two (2) Pieces Bottom Guide; F. Two (2) Pieces Clamp Glass Aluminum; G. Two (2) Pieces Tempered Glass Panel Bronze , Dimension: T-12mm x W-37-½ inches x H-94-½ inches with Complete Accessories; H. One (1) Unit AVR 500 Watts and 2. Dismantling of Existing Automatic Sliding Glass Door. 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.	One (1) Set	

In compliance with the TOR **certified true copies** of the following required documents are enclosed:

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration;
- C. Income/Business Tax Return; and
- D. Omnibus Sworn Statement

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____