



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):


NAME OF PROJECT	Supply, Delivery and Installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room
PURCHASE REQUEST/RIS/REF. NO.	2017-01-028
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT	Php177,500.00
DELIVERY PERIOD	Five (5) working days upon receipt of Purchase Order (PO)

Deadline of submission of Quotation: **23 January 2017, 12:00 noon**

All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation. Price validity must be for a period of thirty (30) days from submission of quotation.

The **open quotation** shall be submitted personally or by e-mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 23 January 2017, 12:00 noon**.

For further inquiries/clarifications, please coordinate with **Ms. CRESCENCIA R. GATCHALIAN**, IC Supervising Administrative Officer, Administrative Division at telephone numbers (02) 534-8462 to 70 loc. 120 and/or 524-3548; e-mail: cr.gatchalian@insurance.gov.ph.


LORNA D. DE LEON
Division Manager
Administrative Division

Manila, 17 January 2017

TERMS OF REFERENCE

Small Value Procurement for Supply, Delivery and Installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room

I. SCOPE

1. The prospective supplier shall bid for supply, delivery and installation of Carpet at the Main Lobby Staircase and OCOM's Room located at the Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila.
2. Supplier'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	Total Measurement	Cost															
	Area Breakdown																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Area</th> <th style="text-align: center;">Total Area</th> <th style="text-align: center;">Color</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Main Lobby Staircase</td> <td style="text-align: center;">20.13 sq.m.</td> <td style="text-align: center;">F1011 Green Wilton 1 or its equiv.</td> </tr> <tr> <td></td> <td style="text-align: center;">32 sq.m.</td> <td style="text-align: center;">F-1011 Green Wilton 1 or its equiv.</td> </tr> <tr> <td style="text-align: center;">OCOM's Conference Room</td> <td style="text-align: center;">42.50 sq.m.</td> <td style="text-align: center;">F1160 Blue Wilton 1 or its equiv.</td> </tr> <tr> <td></td> <td style="text-align: center;">94.63 sq.m.</td> <td></td> </tr> </tbody> </table>	Area	Total Area	Color	Main Lobby Staircase	20.13 sq.m.	F1011 Green Wilton 1 or its equiv.		32 sq.m.	F-1011 Green Wilton 1 or its equiv.	OCOM's Conference Room	42.50 sq.m.	F1160 Blue Wilton 1 or its equiv.		94.63 sq.m.			
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1	Imported Rolled Carpet: 3.98m standard width; Yarn: Denier 3000D; PP Heat – Setting; density: 320*520; pile height: 7mm; pile weight: 1510g/sq. cut pile machine made	20.13 sq. m																
2	Imported Rolled Carpet: 3.98m standard width; Yarn: Denier 3000D; PP Heat – Setting; density: 320*520; pile height: 7mm; pile weight: 1510g/sq. cut pile machine made	32 sq. m.																

3	Imported Rolled Carpet: 3.98m standard width; Yarn: Denier 3000D; PP Heat – Setting; density: 320*520; pile height: 7mm; pile weight: 1510g/sq. cut pile machine made Size: 6.64m x 6.4m	42.50 sq.m.	
4	Pull Out Charge	52.13 sq.m.	
5	Installation Cost	94.63 sq.m.	
6	Carpet Piping Charge/Staircase	5 Inr.m.	
	Amount of Materials:		
	Installation/Labor Cost:		
	TOTAL COST OF MATERIALS AND LABOR		
	WARRANTY PERIOD		

II. TERMS OF PAYMENT

3. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
5. Price validity must be for a period of thirty (30) days from submission of quotation.
6. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

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

Delivery of Services

9. The supplier shall deliver the items at the Administrative Division of the Insurance

Commission three (3) to five (5) working days upon receipt of the Purchase Order (PO).

Limitation of Liability

10. 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 or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price.

Termination

11. 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.
12. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, 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.
13. 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 continue in force on or after such termination.

Miscellaneous

14. The failure of either party to enforce its right based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
15. If any part, term or provision of this Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
16. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Terms and 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.
17. It is understood that all the relevant provisions of the Republic Act No. 9184 otherwise known as Government Procurement Reform Act and its Revised Implementing Rules and Regulations-A (IRR-A) (RIRR-A) shall apply, govern, and Complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

18. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
19. PhilGEPS Registration Number is required to be submitted along with the quotation.
20. The **quotation** shall be submitted personally or by e-mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 23 January 2017, 12:00 noon.**
21. The bidder *with the lowest calculated responsive bid* shall be required to submit the following additional documents:
 - a. Mayor's Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return
 - d. Omnibus Sworn Statement
22. 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.


LORNAD. DE LEON

REPLY SLIP

Name of Supplier : _____
Address : _____

Business Permit No. : _____

Tax Identification No. : _____

PhilGEPS Registration No. (if applicable): _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Small Value Procurement for the Supply, Delivery and Installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room**, I/we quote you on the items at prices noted below:

<i>Item and Description</i>	<i>Total Area</i>	<i>Total Cost</i>
Supply, Delivery and Installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room:		
1. Main Lobby Staircase (F1011 Green, Wilton 1 or its equivalent)	52.13 sq.m.	
2. OCOM's Conference Room (F1160 Blue, Wilton 1 or its equivalent)	42.5 sq.m.	
Warranty:		
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 Terms of Reference, certified true copies of the following required valid documents are enclosed:

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

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date : _____