



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



### REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee, invites all interested PhilGEPS registered suppliers to submit their lowest price quotations/bid proposals on the items listed below, subject to attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>SUPPLY, DELIVERY AND INSTALLATION OF DUAL CARD PRINTER AND CONSUMMABLES</b> (Purchase Request No. 2017- <u>02</u> - <u>071</u> )	Dual Card Printer- 1 unit; Colored Ribbon Cartridge-5 rolls; White 30 mil PVC cards-500 pieces	One Hundred Eighty-Three Thousand Pesos (PhP183,000.00)


Please use the attached **Reply Slip Form** in submitting price quotations to the IC Office or through email or fax at the contact information indicated below. The deadline of submission of the proposal/quotation is **20 February 2017, 12:00NN**.

**Contact person:** Tranquilino E. Espejon, IC Supervising Administrative Officer

**Office Address:** 2<sup>nd</sup> Floor, Human Resource Division, IC Building, 1071 United Nations Avenue, Ermita, Manila

**Telephone Nos.:** 523-8462 to 70 loc 106, 524-3548

**E-mail:** [hr@insurance.gov.ph](mailto:hr@insurance.gov.ph); [te.espejon@insurance.gov.ph](mailto:te.espejon@insurance.gov.ph)

  
**LORNA D. DE LEON**  
IC Division Manager  
Administrative Division



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## TERMS OF REFERENCE

### SUPPLY, DELIVERY AND INSTALLATION OF DUAL CARD PRINTER AND CONSUMMABLES

#### I. Approved Budget for the Contract

The bid price/s should not exceed the Approved Budget for Contract (ABC) for each lot/project inclusive of 12% VAT and all other applicable taxes and charges:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>SUPPLY, DELIVERY AND INSTALLATION OF DUAL CARD PRINTER AND CONSUMMABLES</b> (Purchase Request No. 2017-02-071)	Dual Card Printer- 1 unit; Colored Ribbon Cartridge-5 rolls; White 30 mil PVC cards-500 pieces	One Hundred Eighty-Three Thousand Pesos (PhP183,000.00)

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

Bids must be valid for thirty (30) days upon submission and should not be subject to change/increase during contract implementation.

#### II. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 and Annex “H” of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the *Government Procurement Reform Act*.



### III. Technical Specifications

ITEM	Description		QUANTITY
1	Dual Card Printer		1 set
	Print Technology	Dye-Sublimation thermal transfer direct to card	
	Print Resolution	300dpi	
	Print Speed	<ul style="list-style-type: none"> <li>• Full Color single-sided : 180 cards/hour</li> <li>• Monochrome single-sided: 700 cards/hour</li> <li>• Full Color dual-sided : 140 cards/hour</li> </ul>	
	Print Capability	<ul style="list-style-type: none"> <li>• Single or Dual sided;</li> <li>• Edge to Edge printing</li> <li>• Full Color (YMCKO) and monochrome printing</li> </ul>	
	Supported OS	Microsoft Windows (32/64 bit)	
	Connectivity / Interfaces	Ethernet and USB connectivity options	
	Capacity	<ul style="list-style-type: none"> <li>• Input : 100 cards</li> <li>• Output : 45 cards</li> </ul>	
2	Consumables		
	Ribbon Cartridges		
	Colored Ribbon with 200 images per roll capacity		5 rolls
	White PVC card, 30 mil		500 cards
3	Electrical Specifications		
	Auto-switching single-phase AC power		
	Operating Range: 90-132VAC and 190-264VAC RMS		
	Frequency Range: 47-63 Hz		

#### **IV. Schedule of Requirements**

Delivery shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed or Purchase Order.

#### **V. Other Eligibility Documents Required for Awarding of Contract**

All bidders shall be required to submit the following documents, together with their Reply Slip Forms:

1. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
2. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration from Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy);
6. Notarized Omnibus Sworn Statement as amended under GPPB Resolution No. 22-2013
7. Complete Product Description and/or product catalog/brochures (1 Certified True Photocopy)

**The Lowest Calculated Bidder (LCB) may be required to present the original copies of the documents for verification/validation.**

#### **VI. Terms of Payment**

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and 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.

#### **VII. Limitation of Liability**

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.

#### **VIII. Termination of Contract**

- A. The agreement between the Insurance Commission 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 and completion of issues to be delivered.

- B. Either Party may terminate the agreement upon notice in writing 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 five (5) days of written notice from the other Party so to do.
- C. 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.

#### **IX. Liquidated Damages**

Liquidated damages under Section 3, Annex D, of the 2016 RIRR of RA 9184 to deliver goods within specified delivery schedule shall apply.

#### **X. Warranty Terms**

A. The following terms shall apply:

- 1. Two (2) years on *Print heads*
- 2. One year on spare parts
- 3. One year on service and labor within metro Manila

B. The Supplier shall provide replacement of items found to have damaged or broken packaging prior to the acceptance of the procuring agency.

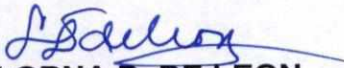
#### **XI. Miscellaneous**

- A. The failure of either party to enforce its rights 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.
- B. 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.
- C. Neither Party shall be liable for failure to 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 7 days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.
- D. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing

Rules and Regulations (RIRR) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

## **XII. General Conditions of the Contract**

- A. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
- B. Price validity shall be for a period of 30 days from submission of quotation.
- C. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.
- D. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item V of the Terms of Reference, as appropriate.
- E. 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.

  
**LORNA D. DE LEON**  
IC Division Manager  
Administrative Division



## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Registration No.:** \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the provisions under the Terms of Reference for the **SUPPLY, DELIVERY AND INSTALLATION OF DUAL CARD PRINTER AND CONSUMMABLES**, 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>
<b>SUPPLY, DELIVERY AND INSTALLATION OF DUAL CARD PRINTER AND CONSUMMABLES</b> (Purchase Request No. 2017-02-071)  Note: 1. Total cost should not exceed ABC of <b>One Hundred Eighty Three Thousand Pesos (Php183,000.00)</b> inclusive of 12% VAT and all other applicable taxes and charges.  2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	Dual Card Printer- 1 unit; Colored Ribbon Cartridge-5 rolls; White 30 mil PVC cards-500 pieces	

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 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 projects