



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



REQUEST FOR QUOTATION

Name of Supplier/Bidder : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

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	One (1) Year Preventive Maintenance Program for Fifty Five (55) Airconditioning Units of the Insurance Commission (IC) Building, Executive Lounge and Container Vans
REFERENCE NO./PR NO.	RIS No. 2017- 03-122
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT FOR ONE (1) YEAR PREVENTIVE MAINTENANCE PROGRAM FOR 55 AIRCONDITIONING UNITS	Three Hundred Twenty Six Thousand Four Hundred Fifty Pesos (Php326,450.00)
DELIVERY PERIOD	Ten (10) calendar days upon receipt of the Notice to Proceed
DEADLINE OF SUBMISSION OF SEALED QUOTATION	26 May 2017 at 12:00NN

The **SEALED QUOTATION** with the enclosed **REPLY SLIP** must be submitted **not later than 12:00NN, 26 May 2017** to the Administrative Division in the contact information below:

Contact persons: Mr. Rey M. Gannaban – IC Administrative Aide I
 Ms. Crescencia R. Gatchalian – IC Supervising Administrative Officer
Office Address : Second Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 5238461 to 70 local 120; 5243548

LORNA D. DE LEON
 Division Manager
 Administrative Division

22 May 2017