



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



**REQUEST FOR QUOTATION**

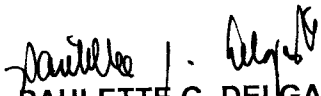
Name of Supplier/Bidder : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 Tax Identification No. : \_\_\_\_\_  
 PhilGEPS Registration No. : \_\_\_\_\_

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):

<b>NAME OF PROJECT</b>	Procurement of Printing for 2015 Annual Report of the Insurance Commission
<b>REFERENCE NO. /PR NO.</b>	PR No. 2017-05-168
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Php 132,000.00
<b>DELIVERY PERIOD</b>	Five (5) working days upon IC's final approval of the submitted Annual Report proof
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	10 May 2017 / 12:00NN

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 10 May 2017** to the Administrative Division in the contact information below:

**Contact person:** Ms. Sheila Marie M. Religioso – IC Administrative Aide II  
**Office Address:** Second Floor, Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 523-8461 to 70 local 120; 524-3548  
**E-mail:** [smm.religioso@insurance.gov.ph](mailto:smm.religioso@insurance.gov.ph)

  
**PAULETTE G. DELGADO**  
 IC Administrative Officer III  
 Administrative Division  
 Manila, 05 May 2017

## TERMS OF REFERENCE

### Printing for 2015 Annual Report of the Insurance Commission

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#### I. SCOPE

1. The prospective supplier shall bid for 150 sets printing for the 2015 Annual Report of the Insurance Commission.

#### II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. 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***

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

##### ***Delivery of Services***

8. The supplier shall deliver the items at the Administrative Division of the Insurance Commission within Five (5) working days upon IC's final approval of the submitted Annual Report Proof.

##### ***Limitation of Liability***

9. 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 (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***

10. 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.


11. 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 thirty (30) days of written notice from the other Party to do so.
12. Any termination of the agreement (in whatever way 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**

13. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
14. 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.
15. 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 seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
16. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

### **IV. GENERAL CONDITIONS**

17. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
18. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
19. The sealed quotation shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 10 May 2017; 12:00 Noon.**
20. The bidder with the lowest calculated responsive bid shall be required to submit the following documents for verification and validation purposes:
  - a. Mayor's Business Permit
  - b. Income Business Tax Return
  - c. Proof of PhilGEPS Registration Number
  - d. Omnibus Sworn Statement
21. 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.

  
**PAULETTE G. DELGADO**  
IC Administrative Officer III,  
Administrative Division  
Manila, 05 May 2017

**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 and Reference (TOR) for the Small Value Procurement of Printing for the 2015 Annual Report of the Insurance Commission, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Total Cost
150	sets	<b>Project Type:</b> Printing for 2015 Annual Report of the Insurance Commission with CD jacket <b>Size:</b> 8 ½ " x 11" folded, 11" x 17" spread , CD jacket (pocket) 5" x 5" folded <b>No. of pages:</b> 52 pages including cover <b>Stock:</b> Cover: Matte 180 , Inside: Matte 100 <b>Process:</b> Full color digital printing on all pages <b>Binding:</b> Perfect binding <b>Others specs:</b> With glossy lamination on cover 1 side, w/ die cutting, folding and pasting	
<b>Note:</b> 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 TOR, 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 : \_\_\_\_\_