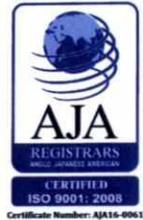




Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **22 May 2017, 12:00 Noon**:

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| NAME OF PROJECT | Supply, Delivery, Installation and Configuration of Brand New 6 x 600GB 10000 RPM 2.5" SAS-3 Hard Disk Drive (HDD) |
| PURCHASE REQUEST/REF. NO. | 2017 – 05 – 182 |
| LOCATION | IC Building, 1071 United Nations Avenue, Ermita, Manila |
| APPROVED BUDGET | Two Hundred Fifty Thousand Pesos (Php250,000.00) |
| DELIVERY PERIOD | Fifteen (15) Days |

I. TERMS OF REFERENCE:

Prospective bidders shall bid for the **Supply, Delivery, Installation and Configuration of 6 x 600GB 10000 RPM 2.5" SAS-3 Hard Disk Drive for ORACLE T4-4 Server.**

1. The Disk Drive to be supplied and delivered shall have a minimum technical specification and scope of work as follows:

| ITEM | SPECIFICATIONS | QTY |
|------------------------------|-------------------------------------------------------------------------------------------------|-------|
| HARDWARE REQUIREMENTS | | |
| 1 | 600GB 10000 RPM 2.5 inch. SAS-3 HDD Internal Disks inclusive of brackets for ORACLE T4-4 Server | 6 |
| SCOPE OF WORKS | | |
| 1 | Installation of Internal Drive | 1 lot |
| 2 | Configuration of OS and RAID; Creation of new Storage Pools and Filesystems | |

| | | |
|---|--------------------------------------------------------------------------|--|
| 3 | Migration Services for the Enhanced Licensing Systems (ELS) Application | |
| 4 | Re-Installation of ORACLE Weblogic Server on the new Filesystems created | |
| 5 | Configuration of ORACLE Weblogic on the new Environment | |
| 6 | Redeployment of ELS Application codes | |
| 7 | Application Testing and Health Systems Check | |

2. The supply of the HDD Internal Disk must be brand new;
3. The HDD Internal Disk and its accessories found to be defective within fifteen (15) days of the installation and configuration shall be replaced with a new unit. The 15-days of installation and configuration shall commence from the date in the Project Acceptance, as acknowledged by the IC IT personnel.
4. The open quotation shall be submitted personally or by email to the Information Technology Division, Ground Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila not later than 22 May 2017 12:00 noon.

II. SCHEDULE OF DELIVERY:

The Supply, Delivery, Installation and Configuration shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed.

III. 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. PhilGEPS Registration Certificate shall be attached upon submission of the Quotation (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 the 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; and
7. The bidder shall submit a catalogue or technical brochures for evaluation purposes;

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

IV. TERMS OF PAYMENT:

1. The payment shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement by the supplier.
2. Payments shall be made based on delivery.
3. The IC shall not held liable for any delay in the payment under reasonable and acceptance circumstances.

V. SPECIAL CONDITIONS:

1. All bid prices shall include all applicable taxes and shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. All entries in the quotation must be typewritten in company's letterhead, duly signed supplier/bidder 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 subject to price escalation during contract implementation. Price validity must be for a period of thirty (30) days from submission.

VI. 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.

VII. TERMINATION OF CONTRACT

1. 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 completion date and completion of issues to be delivered.

2. 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.
3. 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.

VIII. 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.

IX. WARRANTY TERMS:

The winning bidder shall submit a certificate of warranty upon issuance of final acceptance. The warranty of the HDD Internal Disk shall be for one (1) year including the installation and configuration.

X. MISCELLANEOUS:

1. 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.
2. If any part, term or provision of this Term of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
3. 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.
4. It is understood that all 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 Term of Reference.

For further inquiries, please coordinate with **Mr. MANFRED ACE G. RAZON**, or **Mr. JUAN CARLO R. FLORENCIO** of the **Information Technology Division** at telephone number 524-0151. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph and mag.razon@insurance.gov.ph/jcr.florencio@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

15 May 2017

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, INSTALLATION AND CONFIGURATION OF BRAND NEW 6 X 600GB 10000 RPM 2.5" SAS-3 HARD DISK DRIVE (HDD)**, I/We quote you on the item at prices noted below:

| ITEM | SPECIFICATIONS | QTY | U/M | TOTAL COST |
|-------------------------------------|-------------------------------------------------------------------------------------------------|-----|------|------------|
| <u>HARDWARE REQUIREMENTS</u> | | | | |
| 1 | 600GB 10000 RPM 2.5 inch. SAS-3 HDD Internal Disks inclusive of brackets for ORACLE T4-4 Server | 6 | Sets | |
| <u>SCOPE OF WORKS</u> | | | | |
| 1 | Installation of Internal Drive | 1 | Lot | |
| 2 | Configuration of OS and RAID; Creation of new Storage Pools and Filesystems | | | |
| 3 | Migration Services for the Enhanced Licensing Systems (ELS) Application | | | |
| 4 | Re-Installation of ORACLE Weblogic Server on the new Filesystems created | | | |
| 5 | Configuration of ORACLE Weblogic on the new Environment | | | |
| 6 | Redeployment of ELS Application codes | | | |
| 7 | Application Testing and Health Systems Check | | | |
| TOTAL BID PRICE, Pesos : | | | | |
| Plus 12% RVAT : | | | | |
| TOTAL BID PRICE PHP: | | | | |

Total Amount in Words:

_____ (Php _____)

Signature Over Printed Name of
Supplier/Authorized
Representative

Position : _____

Date : _____

Omnibus Sworn Statement

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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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: I am 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 ___, 2017
at _____, Philippines.

Bidder's Representative/Authorized Signatory