



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



## REQUEST FOR QUOTATION

The Insurance Commission invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the items listed below for the **UTILITY TENT WITH AIR-CONDITIONING UNITS FOR THE INSURANCE COMMISSION EVENT** subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity</i>	<i>Approved Budget for Contract</i>
<b>Utility Tent with Air-conditioning Units for the 2017 Anniversary Program to be held on 27<sup>th</sup> of January 2017:</b>  -Demountable Utility Tent (Height = 15ft) -6 units Air-condition Tent:(6m x 12m) -6 units Air-condition Tent: (3m x 6m) -Complete side panels -Swing doors -Generator Set -Light Installation	<b>1 Lot</b>	<b>PhP350,000.00</b>

**Refer to the Terms of Reference for specifications.**

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email or fax at the contact information indicated below.

The deadline of submission of the proposal/quotation is at **12:00 Noon of 17 January 2016** at the following contact information:

**Contact person:** Mr. Manfred Ace G. Razon, IC Computer Programmer I  
**Office Address:** Ground Flr., Insurance Commission Bldg., 1071  
United Nations, Ave., Ermita, Manila  
**Telephone Nos.:** 523-8461 to 70 loc. 120, 524-0151  
**E-mail:** [mag.razon@insurance.gov.ph](mailto:mag.razon@insurance.gov.ph)

  
**EDWIN CORNELIUS A. LAUZ**  
Head, Logistics Committee

## **TERMS OF REFERENCE**

### **UTILITY TENT WITH AIR-CONDITIONING UNITS FOR THE INSURANCE COMMISSION EVENT**

#### **I. Approved Budget for the Contract**

The price quotation should not exceed the Approved Budget for Contract amounted to Three Hundred Fifty Thousand Pesos only (PhP350,000.00).  
**Prices are inclusive of taxes and all applicable charges.**

#### **II. Item Required:**

1. Utility Tent with Air-conditioning Units (500pax; 50tables)
  - Demountable Utility Tent (Height = 15ft)
  - 6 units Air-condition Tent (6m x 12m)
  - 6 units Air-condition Tent (3m x 6m)
  - Complete side panels
  - Swing doors
  - Generator Set
  - Light Installation

#### **III. Mode of Procurement**

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

#### **IV. Other Documents Required for Awarding of Contract**

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents, for verification/validation:

1. Active PhilGEPS Registration;
2. Mayor's Business Permit; and
3. Income or Business Tax Return.

#### **V. 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. PHILGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the RFQ.
- 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 IV 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.

  
**EDWIN CORNELIUS A. LAUZ**  
Head, Logistics Committee

**JAN 12 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 **UTILITY TENT WITH AIR-CONDITIONING UNITS FOR THE INSURANCE COMMISSION EVENT**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>No. of Pax</i>	<i>Total Cost</i>
<b>Utility Tent with Air-conditioning Units for the 2017 Anniversary Program to be held on 27<sup>th</sup> of January 2017.</b>	<b>1 Lot (500pax; 50 tables)</b>	

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

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

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