



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the Insurance Commission (IC) for CY 2022**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the IC for CY 2022
REFERENCE NO. /PR NO.	2022-03-041A
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Four Hundred Ninety-Five Thousand Pesos (Php495,000.00) inclusive of applicable charges and taxes
DELIVERY PERIOD	Within fifteen (15) calendar days upon receipt of Notice to Proceed
DEADLINE OF SUBMISSION OF QUOTATION/S	19 April 2022 / 12:00NN

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person or through email not later than 12:00 NN, 19 April 2022** to the Administrative Division – Property and Supply Section through the following:

Contact persons: Ms. Jenina Roussel A. Vergara, IC Administrative Officer II
Ms. Paulette G. Delgado, IC Administrative Officer III

Office Address: Second Floor, IC Building,
1071 United Nations Avenue, Ermita, Manila

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pg.delgado@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Administrative Division

Manila, 13 April 2022