



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



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **ADDITIONAL GIFTS FOR CY 2021 LOYALTY INCENTIVE AWARDEES**, subject to the attached Terms of Reference (TOR) stated herein, and submit their quotations duly signed by their representatives not later than **18 February 2022, 12:00NN**:

<b>NAME OF PROJECT</b>	<b>Additional Gifts for the CY 2021 Loyalty Incentive Awardees</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2022 – 02 – <u>016</u></b>
<b>LOCATION</b>	HRD Office, Ground Flr., Insurance Commission Bldg., 1071 UN Ave., Manila
<b>APPROVED BUDGET</b>	Four Hundred Thousand Pesos (Php400,000.00) <i>including all applicable taxes</i>

For further inquiries, please coordinate with Ms. Bea Debbie M. Estrella or Ms. Leizle L. Arlando at telephone number (02) 8523-8461 loc. 106 or email at [hr@insurance.gov.ph](mailto:hr@insurance.gov.ph). The **QUOTATION** shall be submitted through e-mail at [hr@insurance.gov.ph](mailto:hr@insurance.gov.ph):

**HUMAN RESOURCE DIVISION**

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

**CEZ MARTINA C. BANDOQUILLO**  
 Officer-in-Charge  
 Human Resource Division



## TERMS OF REFERENCE

### Additional Gifts for the CY 2021 Loyalty Incentive Awardees

#### I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Four Hundred Thousand Pesos Only (Php400,000.00)**. Prices are **inclusive of taxes and all applicable charges**.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

Price quotation must be **valid within one hundred twenty (120) days** from submission and shall not be subject to price escalation during contract implementation.

#### II. Item Specifications

The Supplier shall provide the **additional gifts for the CY 2021 Loyalty Incentive Awardees**.

**The following are the inclusions of the service:**

<b>Additional Gifts</b>	Additional gifts for CY 2021 Loyalty Incentive awardees in the form of printed <i>gift certificates</i>
<b>Coverage/Benefits</b>	<ol style="list-style-type: none"><li>1. Can be used by the awardees immediately upon receipt;</li><li>2. No expiration date;</li><li>3. Available in denominations of 500-peso and 1,000-peso;</li><li>4. Quantity per denomination shall be based on the requirement of IC; and,</li><li>5. Valid and accepted in all <i>accredited</i> shops, retailers, stores, outlets, supermarkets and restaurants of the Supplier nationwide.</li></ol>

Below is the breakdown of quantity for the additional gifts:

<b>Additional Gifts for CY 2021 Loyalty Incentive Awardees</b>	<b>Denomination (Face Value) of Gift Certificates</b>	<b>Quantity per awardee (pcs)</b>	<b>No. of Awardees</b>	<b>Total Costs in Php</b>
10 Years Loyalty Awardee Php10,000.00	500-peso	10	1	5,000.00
	1,000-peso	5	1	5,000.00
25 Years Loyalty Awardee Php25,000.00	500-peso	20	9	90,000.00
	1,000-peso	15	9	135,000.00
30 Years Loyalty Awardee Php30,000.00	500-peso	20	2	20,000.00
	1,000-peso	20	2	40,000.00
40 Years Loyalty Awardee Php35,000.00	500-peso	20	3	30,000.00
	1,000-peso	25	3	75,0000.00

<b>Denomination (Face Value) of Gift Certificates</b>	<b>Total Quantity (pcs)</b>
500-peso	290
1,000-peso	255

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

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) (updated as of 31 March 2021) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

### **IV. Schedule of Delivery**

The items should be delivered not later than 23 February 2022 at the **HRD Office, Ground Floor, Insurance Commission Bldg., 1071 UN Ave., Manila.**

Should there be any issue or concern in the delivery of goods due to the imposition of the community quarantine affecting the areas where the offices of IC and/or the Supplier is/are located, temporary suspension of operations due to exposure to COVID-19, or any other unprecedented circumstances due to the COVID-19 pandemic, the IC and the Supplier shall discuss and agree on any adjustment in the delivery schedule or arrangement.

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

1. List of Supplier's accredited retailers, stores, outlets, supermarkets and restaurants nationwide
2. Proof of PhilGEPS Registration
3. Mayor's/Business Permit
4. Business Registration (SEC/DTI/CDA)
5. Certificate of Tax Registration issued by the Bureau of Internal Revenue
6. Notarized Omnibus Sworn Statement

The proposals shall be evaluated based on the coverage, and other value-added benefits, inclusive in the purchase and use of the Suppliers' gift certificates.

### **VI. General Conditions of the Contract**

1. All entries in the quotation must be typewritten in company's letterhead, together with a copy of this project's Terms of Reference, duly signed by the supplier/dealer or its duly authorized representative.
2. 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.

3. For verification purposes, the bidder with the lowest bid may be required to present the original copy of the required documents, specified in Item V of the Terms of Reference, as appropriate.
4. Payment shall be made within thirty (30) days after complete delivery and acceptance of items. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

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.



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Officer-in-Charge  
Human Resource Division

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*