



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), 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 **14 December 2022, 12:00 Noon**:

NAME OF PROJECT	Procurement of Notebook Computers for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2022 – 12 – 302
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Nine Hundred Eleven Thousand Pesos (Php911,000.00) inclusive of taxes and other charges
DELIVERY PERIOD	Procurement of Notebook Computers shall be delivered within Forty-Five (45) Calendar Days upon receipt of Notice to Proceed (NTP)

I. TERMS OF REFERENCE:

Following are the minimum technical specifications of Various Information Technology Equipment:

ITEM NO.	PROCUREMENT OF VARIOUS ICT EQUIPMENT (Minimum Specifications and Features, or Equivalent)		Qty	U/M
I	LAPTOP COMPUTER		15	sets
	IC Personnel			
	Processor	11th Generation Intel Core i7 Processor with Intel Chipset, 2.8Ghz – 4.7Ghz		
	Display	At least 15.6" LED-backlit Anti-Glare		
	Graphics	2GB dedicated GDDR5 VRAM		
	System Memory	At least 16 GB DDR4; 2 slots (can support up to 32GB)		
	Storage	256GB PCIe NVMe Solid State Drive (SSD) + 1TB HDD 5400RPM		
	Pointing Device	Touch Pad or Click Pad		
	Webcam	Integrated 720p HD video webcam and		

		Digital Array Mic
	Interfaces	3 USB 3.2; 1 USB Type C; 1 HDMI; 1 combo stereo headphone/mic jack; 1 RJ-45, SD Card Reader;
	Network Interface Controller	Gigabit Network Connection (10/100/1000)
	Wireless Support	Dual Band Wireless-AC 802.11a/b/g/n/acR2+ax WLAN; Bluetooth 4.0 wireless technology
	Power Supply	Power Cord, minimum of 45W AC Adapter
	O.S.	Latest available MS Windows 64-bit O.S., Professional Edition Licensed (OS pre-installed from the manufacturer, burned copy of recovery disk drive installer and reference manuals must be included)
	Battery	45 W-H Polymer/Li-Ion Battery
	Weight	Minimum 2.75kg
	Security	Must have security lock port
	Compliance Certificate	International Data Corporation (IDC) report that the brand belongs to the Top Five (5) PCs in the world (Latest)
	Accessories	<ul style="list-style-type: none"> • Professional Laptop Bag/Backpack • USB mouse
	Warranty	<ul style="list-style-type: none"> • Three (3) years on parts and services onsite and with immediate parts replacement with next business day response for Notebook Computer • Two (2) years on the battery with immediate replacement with next business day response
	Bidder/Supplier Requirements	The bidder/Supplier should be an authorized business partner and authorized service provider
II	A. WARRANTY/MAINTENANCE/TECHNICAL SUPPORT AVAILABILITY	
	1. On-call support shall be available 24 hours a day, 7 days a week. A two (2) hours response from time of the call (through telephone call) shall be provided. Onsite support must have a response time of not more than four (4) hours from the time of the call-in case where in phone support cannot solve the problem.	
	2. Replacement of IT equipment, and issuance of service unit, must not be more than four (4) hours from the time of first onsite visit;	
	3. Warranty must include firmware updates, software patches, and driver updates, if available, during the duration of the warranty.	
	4. Installation and configurations of IT equipment and other parts must be free of charge to procuring entity.	
	5. Provide RCA (Root Cause Analysis) after solving the problem.	
	6. Provide IT equipment reconfiguration, if needed, with no extra cost to procuring entity during warranty period.	
	7. The warranty period for the software shall commence upon issuance of certificate of acceptance by the Procuring Entity.	

	8. Provide Pro-active maintenance support that automatically generates reports and sends notification to the manufacturers 24x7 call support centers in cases of system (hardware and software) abnormality, so that components will be replaced, and errors fixed before failure occurs.
	B. Certification
	1. The winning Bidder must secure certification from the manufacturer that they are certified reseller or partner of the proposed equipment.
	2. The winning Bidder must secure certification from the manufacturer that they are certified to provide technical service support.
	C. Delivery Address, Date, and Installation
	The winning Bidder must deliver the goods not more than Forty-Five (45) days upon receipt of the <u>Notice to Proceed (NTP)</u> and must be delivered at 1071 United Nations Avenue, Ermita, Manila

II. SCHEDULE OF DELIVERY:

Procurement of Notebook Computers for the Insurance Commission shall be delivered within Forty-Five (45) Calendar Days upon receipt of the **Notice to Proceed (NTP)** and must be delivered at 1071 United Nations Avenue, Ermita, Manila.

III. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and, therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered item/s.

IV. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead or in accomplished Reply Slip (Template Attached), duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **14 December 2022, 12:00 Noon**, to the Information Technology Division through the following:
 - Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
 - Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@insurance.gov.ph

3. **Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Latest Income/Business Tax Return, and Signed and Notarized Omnibus Sworn Statement (Template Attached)** should be attached/enclosed upon submission of the Quotation.

4. For verification/validation purposes, the supplier/bidder with the lowest calculated quotation shall be subject to post-qualification and is required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:
 1. Valid PhilGEPS Registration Certificate;
 2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
 3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
 4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
 5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
 6. Latest Income/Business Tax Returns (ITR).

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 8523-8461 loc. 107.

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
Division Manager
Information Technology Division

09 December 2022

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 of Reference (TOR) for the **Procurement of Notebook Computers for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Notebook Computers	15	sets		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

Total Amount in Words :

_____ (PhP _____)

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

1. Notarized Omnibus Sworn Statement using prescribed template/format;

Certified copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;

3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
6. Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position : _____

Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]