



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



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION


(Purchase Request No. 2022-12-298)

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 any or all lots of procurement project, **ADDITIONAL GIFTS FOR CY 2022 LOYALTY INCENTIVE AWARDEES**, subject to the attached Terms of Reference (TOR) stated herein:

NAME OF PROJECT	Additional Gifts for the CY 2022 Loyalty Incentive Awardees
PURCHASE REQUEST/REF. NO.	2022-12-298
LOCATION	HRD Office, Ground Flr., Insurance Commission Bldg., 1070 UN Ave., Manila
APPROVED BUDGET	Nine Hundred Thousand Pesos (Php900,000.00)

The **QUOTATION**, duly signed by their representatives, together with the **documentary requirements** enumerated in **Section V of the TOR**, shall be submitted to the Human Resource Division (HRD) through e-mail at hr@insurnace.gov.ph not later than **JANUARY 16, 2023**, **12:00NN**.

For further inquiries, please coordinate with the Ms. Bea Debbie M. Estrella or Ms. Cez Martina C. Bandoquillo at telephone number (02) 8523-8461 loc. 106 or email at hr@insurance.gov.ph.


TRANQUILINO E. ESPEJON
Officer-in-Charge
Human Resource Division



TERMS OF REFERENCE

ADDITIONAL GIFTS FOR THE CY 2022 LOYALTY INCENTIVE AWARDEES

(Purchase Request No. 2022-12-298)

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Nine Hundred Thousand Pesos (Php900,000.00)**. 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 2022 Loyalty Incentive Awardees**.

The following are the minimum inclusions of the service:

Additional Gifts	Additional gifts for CY 2022 Loyalty Incentive awardees in the form of printed <i>gift certificates</i>
Coverage/Benefits	<ol style="list-style-type: none">1. Can be used by the awardees immediately upon receipt;2. No expiration date;3. Available in denominations of 500-peso and 1,000-peso;4. Quantity per denomination shall be based on the requirement of IC; and,5. Valid and accepted in all <i>accredited</i> shops, retailers, stores, outlets, supermarkets and restaurants of the Supplier nationwide.

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 December 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 **within seven (7) working days from receipt of the Notice to Proceed** at the **HRD Office, Ground Floor, Insurance Commission Bldg., 1071 UN Ave., Manila.**

V. Other Documents Required for Awarding of Contract

The supplier shall submit its price quotation/proposal typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative, together with the following documentary requirements, within the deadline provided in the RFQ:

1. Copy of this project's TOR, duly signed by the supplier/dealer or its duly authorized representative.
2. List of Supplier's accredited retailers, stores, outlets, supermarkets and restaurants nationwide.
3. Proof of PhilGEPS Registration.
4. Mayor's/Business Permit.
5. Business Registration (SEC/DTI/CDA).
6. Certificate of Tax Registration issued by the Bureau of Internal Revenue.
7. Income/Business Tax Return.
8. Notarized Omnibus Sworn Statement.


The proposals shall be evaluated based on item specifications provided in the Section II of this TOR.

VI. General Conditions of the Contract

1. 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.

2. For verification purposes, the bidder with the lowest bid may be required to present the original copy of the required documents, specified in Section V of the Terms of Reference, as appropriate.
3. In case of breach of Contract, in accordance with the R.A. No. 9184 and its RIRR, the Supplier shall pay liquidated damages to IC which shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the IC may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
4. Payment shall be made 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.


TRANQUILINO E. ESPEJON
Officer-in-Charge
Human Resource Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Telephone/Fax Number/s : _____
Email address : _____
Business Registration 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 Small Value Procurement (SVP) for the **Supply and Delivery of the Additional Gifts for the CY 2022 Loyalty Incentive Awardees**, I/we quote you on the item at prices noted below:

Item and Description	Quantity Measure	Unit Cost	Total Cost
Printed gift certificates with denomination of Php 500.00	690		
Printed gift certificates with denomination of Php 1,000.00	555		

Note: Total cost should not exceed Approved Budget of the Contract (ABC) of **Nine Hundred Thousand Pesos Only (PhP900,000.00)**, inclusive of all applicable taxes, fees, and other charges.

In compliance with the TOR, the original copy of the Notarized Omnibus Sworn Statement (using prescribed template/format) is enclosed together with the Reply Slip.

Certified true copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Number/Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever is 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);
and
5. 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]