



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS registered suppliers/distributors to quote their lowest price on the items listed below, subject to the provisions of attached Terms and Conditions including the following requirements:

NAME OF PROJECT	Supply and Delivery of Construction Materials for the Office Space of Directors Office
REFERENCE NO./PR NO.	2023-03-075
LOCATION	Ground Floor, 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 CONTRACT (ABC)	One Hundred Twenty Seven Thousand Four Hundred Eighty Five Pesos and 71/100 (Php127,485.71)
DELIVERY PERIOD	Within five (5) calendar days upon receipt of the Notice to Proceed
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	April 04, 2023, 2:00PM

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 2:00 PM, 04 April 2023**, to the Administrative Division – General Services Section, and all bidder/supplier intend to submit their bid beyond the set deadline shall not be accepted:

- Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer III
 Mr. Rey M. Gannaban, IC Administrative Aide II
- Office Address : Administrative Division, 2nd Floor IC Main Office Building, 1071 United Nations Avenue, Manila
- Telephone Numbers : 85238461 to 70 local 120; 85243548
- Mobile Numbers : 09163998399 / 09175312298


ATTY. ALBERT LAWRENCE A. VINZON
 IC Division Manager
 Administrative Division

Manila, 28 March 2023

TERMS AND CONDITIONS

Supply and Delivery of Construction Materials for the Office Space of Directors Office
(P.R. No. 2023-03-075)

I. SPECIFIC DELIVERABLES AND APPROVED BUDGET

1. The prospective suppliers shall bid for the supply and delivery of various construction materials:

NO.	ITEM	QUANTITY	Unit
1	Gypsum Board ½ "	45	Pcs.
2	Metal Stud 2"x3"x10"	120	Pcs.
3	Black Screw 1"	2000	Pcs.
4	Blind Rivet 5/32"	2	Box
5	Stainless Steel Drill Bit 5/32"	10	Pcs.
6	Flat Latex White	2	Tin
7	Gypsum Putty	2	Tin
8	Semi-Gloss Latex White	3	Tin
9	Raw Sienna Latex Color	2	Liter
10	Lamp Black Latex Color	1	Liter
11	30cm x 30cm Sand Paper #240	20	Pcs.
12	Masking Tape #1	10	Pcs.
13	Sand Paper #150	20	Pcs.
14	Joint Tape	5	Pcs.
15	Stopa Rug	5	Kilo
16	Sand Paper #100	3	Meter
17	Hand Gloves	5	Pair
18	Sand Paper #36	3	Meter
19	Roller Brush 7"x2"	4	Pcs.
20	Paleta 6"	2	Pcs.
21	Paint Brush 2"	4	Pcs.
22	Paint Brush 3"	4	Pcs.

23	Paint Brush 1"	4	Pcs.
24	Latex Paint Chocolate Brown	1	Gallon
25	Surface Mounted PVC Utility Box	20	Pcs.
26	Double Adhesive Tape	5	Pcs.
27	Duplex Convenience Outlet with ground and plate cover	20	Pcs.
28	3.5mm Thin Stranded Insulated Copper Wire	2	Box
29	Electrical Tape, Big	20	Pcs.
30	#16 AWG Flat Cord, Black	1	Roll
31	Soldering Iron, 45watt	1	Pc.
32	Door Jamb 2"x4"	2	Pcs.
33	Flush Door 80cm x 210cm	2	Pcs.
34	Door Know Lock Set	2	Pcs.
35	Door Hinges 3" x 3"	8	Pcs.

The winning supplier shall perform one time delivery of the construction materials on the project site at IC Building, 1071 United Nations Ave., Ermita, Manila.

- The approved budget for the contract is **One Hundred Twenty Seven Thousand Four Hundred Eighty Five Pesos and 71/100 (Php127,485.71)** inclusive of all taxes and applicable charges.

II. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of construction materials shall be completed within five (5) calendar days upon receipt of the Notice to Proceed. Late delivery shall be subject to penalty equivalent to 1/10 of the total cost of undelivered items.

III. GENERAL CONDITIONS

- These terms and conditions shall be deemed an integral part of the contract between IC and the winning supplier.
- All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
- The price quotation, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.

4. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
5. The prospective suppliers shall coordinate with Mr. Rey M. Gannaban, IC Administrative Aide II, and Mr. Crisostomo O. Ferrer, IC Administrative Officer III of the IC Administrative Division- General Services Section for the conduct of any activity related to the project.
6. The prospective suppliers shall adhere strictly to the terms and conditions of this project. In case of delivered sub-standard materials or a portions thereof, the supplier shall immediately replace them without additional cost to IC.

The brand names specified are intended to assure the level of quality needed for the project. This does not mean, however, that the brands specified are exclusive. The supplier may propose substitute materials that are of the equivalent quality subject to evaluation and acceptance by the IC.

7. Price validity shall be for a period of thirty (30) working days from the submission of the quotation.
8. Payment shall be made within Thirty (30) working days upon complete delivery and acceptance of the construction materials by IC subject to deduction of applicable taxes.
9. Each supplier/bidder, who shall be holder of valid business licenses from relevant government agencies, is required to enclose the following in the quotation:
 - 9.1 Proof of PhilGEPS Registration
 - 9.2 Business Registration (SEC/DTI/CDA)
 - 9.3 Mayor's Business Permit
 - 9.4 Latest Income/Business Tax Return
 - 9.5 Notarized Omnibus Sworn Statement (template attached)

Limitation of Liability

10. Subject to the IC's obligation to pay the price due to the supplier/bidder, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this terms and conditions or the performance or observance of its obligations under this terms and conditions and every applicable part of it shall be limited in aggregate to the Price.

Termination

11. The agreement between the IC and the supplier/bidder shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
12. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this terms and conditions, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.

13. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

14. The failure of either party to enforce its rights based on the agreement under these Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
15. If any part, term or provision of these Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
16. Neither Party shall be liable for failure to perform or delay in performing any obligation under these Terms of Reference if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
17. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under these terms and conditions.
18. 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.


ATTY. ALBERT LAWRENCE A. VINZON
IC Division Manager
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the conditions in the Terms of Reference (TOR) for the **Supply and Delivery of Construction Materials for the Office Space of Directors Office (P.R. No. 2023-03-075)**, I/We quote you on the items at prices noted below:

NO.	ITEM	QTY	UNIT	UNIT PRICE (Php)	TOTAL PRICE (Php)
1	Gypsum Board ½ "	45	Pcs.		
2	Metal Stud 2"x3"x10"	120	Pcs.		
3	Black Screw 1"	2000	Pcs.		
4	Blind Rivet 5/32"	2	Box		
5	Stainless Steel Drill Bit 5/32"	10	Pcs.		
6	Flat Latex White	2	Tin		
7	Gypsum Putty	2	Tin		
8	Semi-Gloss Latex White	3	Tin		
9	Raw Sienna Latex Color	2	Liter		
10	Lamp Black Latex Color	1	Liter		
11	30cm x 30cm Sand Paper #240	20	Pcs.		
12	Masking Tape #1	10	Pcs.		
13	Sand Paper #150	20	Pcs.		
14	Joint Tape	5	Pcs.		
15	Stopa Rug	5	Kilo		
16	Sand Paper #100	3	Meter		
17	Hand Gloves	5	Pair		
18	Sand Paper #36	3	Meter		
19	Roller Brush 7"x2"	4	Pcs.		
20	Paleta 6"	2	Pcs.		

21	Paint Brush 2"	4	Pcs.		
22	Paint Brush 3"	4	Pcs.		
23	Paint Brush 1"	4	Pcs.		
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25	Surface Mounted PVC Utility Box	20	Pcs.		
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29	Electrical Tape, Big	20	Pcs.		
30	#16 AWG Flat Cord, Black	1	Roll		
31	Soldering Iron, 45watt	1	Pc.		
32	Door Jamb 2"x4"	2	Pcs.		
33	Flush Door 80cm x 210cm	2	Pcs.		
34	Door Know Lock Set	2	Pcs.		
35	Door Hinges 3" x 3"	8	Pcs.		
TOTAL AMOUNT Note: Total cost should not exceed the ABC in the amount of One Hundred Twenty Seven Thousand Four Hundred Eighty Five Pesos and 71/100 (Php127,485.71) inclusive of 12% VAT and all other applicable taxes and charges.					

In compliance with the terms and conditions, the **duly notarized Omnibus Sworn Statement** is enclosed. Certified true copies of the following valid documents are likewise enclosed:

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's Business Permit
4. Latest Income/Business Tax Return

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date : _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid/Quotation]

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]