



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 lowest price quotation for the **Supply and Delivery of Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week**, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Supply and Delivery of Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week
REFERENCE NO. /PR NO.	PR No. 2023-09-304
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Updated 2016 Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Forty-Five Thousand Pesos (PHP245,000.00), inclusive of applicable charges and taxes
DELIVERY PERIOD	Ten (10) working days upon approval of sample
DEADLINE OF SUBMISSION OF QUOTATION/S	16 October 2023 / 12:00NN

The duly accomplished and **REPLY SLIP**, including the other requirements as enumerated therein, **must be submitted in person not later than 12:00NN, 16 October 2023**, to the Human Resource Division through the following:

**Contact person:** **Ms. Bea Debbie M. Estrella**, IC Administrative Officer II  
**Mr. Michael Joshua L. Evangelista**, IC Administrative Officer I

**Office Address:** Ground Floor, IC Main Office Building,  
1071 United Nations Avenue, Ermita, Manila

**Telephone Nos.:** (02) 8523-8461 local 106

**E-mail:** [bdm.estrella@insurance.gov.ph](mailto:bdm.estrella@insurance.gov.ph)  
[mjl.evangelista@insurance.gov.ph](mailto:mjl.evangelista@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division

Manila, 11 October 2023



## TERMS OF REFERENCE (TOR)

### Supply and Delivery of Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week (P.R. No. 2023-09-304)

#### I. SCOPE

The prospective supplier should be able to provide a quotation **Supply and Delivery of Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week**, with the following specifications:

<i>Item and Description</i>
<b><u>Minimum Specifications</u></b> <ol style="list-style-type: none"><li>Quantity: Two-Hundred Sixty (260) pieces</li><li>Color: White</li><li>Plain Solid Color (no print/design/no color combination)</li><li>Shell buttons with rim</li><li>With knitted spread collar</li><li>With double needle stitching in hem line</li><li>Straight cut side seams for men</li><li>Curved/fitted side seams for ladies</li><li>With Insurance Commission (IC) Logo Embroidery (multi-color)</li><li>Method of Print: Digital Embroidery</li><li>Print Placement: Left Chest</li><li>Packaging - Individual Clear Packaging</li></ol>
<b><u>White Collared Polo Shirt (use image in next page as guide)</u></b> <ul style="list-style-type: none"><li>Front-logo in left chest</li><li>Embroidery has same color present in IC Logo</li><li>Size in 2 inches or 2.5 inches in diameter</li></ul>
<b><u>Sample Approval</u></b> <ul style="list-style-type: none"><li>1-piece White Collared Polo Shirt with IC Logo Embroidery (High-resolution file of the IC Logo may be requested through email at <a href="mailto:mjl.evangelista@insurance.gov.ph">mjl.evangelista@insurance.gov.ph</a>)</li></ul>
<b><u>Others:</u></b> <ul style="list-style-type: none"><li>Included in the Total Contract Price is the provision of sample sizes for sizing purposes upon confirmation of award of contract.</li><li>Sizes required: Extra Small, Small, Medium, Large, XL, 2XL, 3XL, 4XL, 5XL ***Shirt sizes shall be separate for Men and Ladies***</li></ul>

**SAMPLE LAYOUT OF WHITE COLLARED POLO SHIRT**



**SAMPLE LAYOUT OF INSURANCE COMMISSION (IC) LOGO**



## II. EVALUATION AND SELECTION CRITERIA

Proposals shall be evaluated in accordance with **ANNEX A: Table of Rating Factors**.

### **ANNEX A: TABLE OF RATING FACTORS** *Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week*

	Rating Factors	Highest Point Score	Rating
I	Textile Texture	20	
II	Textile Thickness	15	
II	Moisture Absorption of Textile	10	
IV	Textile Color Intensity	10	
V	Stitching neatness and durability		
	• Neck area	5	
	• Shoulder seam	5	
	• Hem	5	
VI	Collar and sleeve cuff stitching, and strength/durability	10	
VII	Button style and stitching	5	
VIII	Digital Embroidery	15	
	Total Point Score	100	

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.

## III. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Two Hundred Forty-Five Thousand Pesos (PHP245,000.00) inclusive of 12% VAT and all other applicable taxes and charges.**
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be at least thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

#### IV. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation (**ANNEX B: REPLY SLIP**) must be **typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. The **SEALED REPLY SLIP** shall be submitted to IC, together with the following requirements:
  - a. Certified true copy of the company's valid PhilGEPS Registration
  - b. Certified true copy of the 2023 Mayor's/Business Permit
  - c. Certified true copy of the Latest Income/Business Tax
  - d. Notarized Omnibus Sworn Statement (**ANNEX C: OMNIBUS SWORN STATEMENT**)
  - e. One sample collared shirt with digital embroidery for rating
3. The duly accomplished and signed **REPLY SLIP**, including the requirements enumerated therein, **must be submitted in person not later than 12:00 NN, 16 October 2023** to the Human Resource Division through the following:

Ms. Bea Debbie M. Estrella, IC Administrative Officer II  
[bdm.estrella@insurance.gov.ph](mailto:bdm.estrella@insurance.gov.ph)

Mr. Michael Joshua L. Evangelista, IC Administrative Officer I  
[mjl.evangelista@insurance.gov.ph](mailto:mjl.evangelista@insurance.gov.ph)
4. For verification/validation purposes, the original eligibility requirements of the bidder with the lowest calculated quotation are required to be presented, as necessary:
  - a. Valid PhilGEPS Registration Number/Certificate;
  - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
  - c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
  - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
  - e. Latest Income/Business Tax Return (ITR).
5. 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.

#### V. SPECIAL CONDITIONS

6. **Qualification of Supplier.** The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.

## 7. Delivery of Services

- a. Sample sizes shall be given for sizing purposes ranges from extra Small to 5XL, **upon confirmation of award of contract.**
- b. The suppliers shall produce one (1) sample shirt with embroidery of the actual IC logo based on specifications and issuance of NTP and contract shall be based on IC Confirmation of the compliance to specification.
- c. The supplier shall deliver the items to the IC – Human Resource Division within **ten (10) working days upon IC's final approval of the submitted sample.**

8. **Limitation of Liability.** Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with, this TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

## 9. Termination

- a. The agreement between the Insurance Commission and the Supplier 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.
- b. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, 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.
- c. 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.

## 10. Miscellaneous

- a. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
- b. If any part, term, or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
- c. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR 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.

- d. It is understood that all the relevant provisions of the RA No. 9184, otherwise known as the Government Procurement Reform Act, and its Updated 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division

Use company letterhead

## ANNEX B: REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Registration No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_  
**Contact Number** : \_\_\_\_\_

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 Customized White Collared Polo Shirts for the Insurance Awareness Week P.R. No. 2023-09-304**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<b>Supply and Delivery of Customized White Collared Polo Shirts for the 2023 Insurance Consciousness Week</b>  <b><u>Minimum Specifications</u></b>  <ol style="list-style-type: none"><li>Quantity: Two-Hundred Sixty (260) pieces</li><li>Color: White</li><li>Plain Solid Color (no print/design/no color combination)</li><li>Shell buttons with rim</li><li>With knitted spread collar</li><li>With double needle stitching in hem line</li><li>Straight cut side seams for men</li><li>Curved/fitted side seams for ladies</li><li>With Insurance Commission (IC) Logo Embroidery (multi-color)</li><li>Method of Print: Digital Embroidery</li><li>Print Placement: Left Chest</li><li>Packaging - Individual Clear Packaging</li></ol> <b><u>White Collared Polo Shirt (use image in next page as guide)</u></b>  <ul style="list-style-type: none"><li>Front-logo in left chest</li><li>Embroidery has same color present in IC Logo</li></ul>	<b>260 pieces</b>		



<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<ul style="list-style-type: none"> <li>Size in 2 inches or 2.5 inches in diameter</li> </ul> <p><b><u>Sample Approval</u></b></p> <ul style="list-style-type: none"> <li>1-piece White Collared Polo Shirt with IC Logo Embroidery</li> </ul> <p><b><u>Others:</u></b></p> <ul style="list-style-type: none"> <li>Included in the Total Contract Price is the provision of sample sizes for sizing purposes upon confirmation of award of contract.</li> <li>Sizes required: Extra Small, Small, Medium, Large, XL, 2XL, 3XL, 4XL, 5XL ***<i>Shirt sizes shall be separate for Men and Ladies</i>***</li> </ul>			
<p><b>Note: Total cost should not exceed the Approved Budget of the Contract (ABC) of Two Hundred Forty-Five Thousand Pesos (PHP245,000.00), inclusive of all applicable taxes, fees, and other charges.</b></p>			

In compliance with the Terms of Reference (TOR), the following are enclosed:

- Certified true copy of the company's valid PhilGEPS Registration;
- Certified true copy of the 2023 Mayor's/Business Permit;
- Certified true copy of the Latest Income/Business Tax;
- Notarized Omnibus Sworn Statement; and
- One sample white collared polo shirt with digital embroidery for rating

\_\_\_\_\_  
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 \_\_\_\_\_, 2023 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]*