



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 who 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 **27 December 2023, 03:00 P.M.**:

NAME OF PROJECT	Supply, Delivery, and Installation of Precision Air-Conditioning Units (PACU) Axial Fans, Humidifier Bottle, and Air Filter
PURCHASE REQUEST/REF. NO.	2023 – 12 – 439
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Three Hundred Thousand Pesos (PhP300,000.00) <i>inclusive of taxes and other charges</i>
MODE	Small Value Procurement (SVP)

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 **27 December 2023, 03:00 P.M.**, 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

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

Edwin A. Lauz
EDWIN CORNELIUS ALAUZ
 Division Manager
 Information Technology Division

TERMS OF REFERENCE

- **OBJECTIVE:**

The primary goal of this project is to enhance the operational efficiency and climate control capabilities of the Insurance Commission's data center through the supply, delivery, and installation of critical components for Precision Air-Conditioning Units (PACU). The focus is on upgrading the PACU system by replacing Axial Fans to ensure optimal air circulation, Humidifier Bottle to maintain precise humidity levels, and Air Filter to improve air quality within the data center. This initiative aims to create a controlled and conducive environment for the secure and uninterrupted functioning of critical data and technological infrastructure.

- **TERMS OF REFERENCE:**

I. Equipment Background

The following UPS equipment shall be covered Supply, Delivery, and Installation of Precision Air-Conditioning Units (PACU) Axial Fans, Humidifier Bottle, and Air Filter for the Insurance Commission at 1071 United Nations Avenue, Ermita, Manila, Philippines.

Unit Description	Unit Model	Serial Number	Capacity
APC UNIFLAIR AMICO DX UNIT AIR COOLED – UPFLOW – EC RADIAL FANS – 400V/3/50Hz	SUAV0501A00001	SCA131010	5TR

II. General Requirements

Item	Description	Quantity
1	Axial Fan R11R-45EPA-6M 230/1/50	2
2	Humidifier Bottle Carel: BL0SRF00H1	1
3	Washable Air Filter (1060x575x48mm)	1

Warranty coverage is **Ninety (90) Days**

III. Service Availability Requirements

- a. Service phone support availability 24 hours a day, 7 days a week including holidays. A two (2) hours response through phone call or email shall be provided from the time of the first call or email by Insurance Commission Personnel in case of trouble pertaining to the installed or provided items.

- b. Must provide unlimited technical phone consultation within the warranty period.
- c. On-site support must have a service response time not more than four (4) hours from the time of the call, in cases wherein the phone or email support could not solve the problem.
- d. Service reports shall be submitted after the activity.

IV. Axial Fan, Humidifier Bottle, and Washable Air Filter Scope of Work

- a. Visual and Actual Inspection
 - i. Site condition and check parameters
 - ii. Checking of Fan Condenser, Humidifier Bottle, and Washable Air Filter
 - iii. Check units overall parts and operation
- b. Check event logs & Alarm History
- c. Conduct proper PACU shutdown procedure based on OEM's specification
- d. Check outdoor unit
- e. Turn-off outdoor breaker
- f. Dismantling of defective condenser fan motor
 - i. Disconnecting of Axial Fan Condenser from the Terminal Block, removal of Fan Condenser
 - ii. Check if wobble
 - iii. Perform free wheel spin
- g. Install new Axial Fan, Humidifier Bottle, and Washable Air Filter delivered
- h. Turn-on outdoor breaker
- i. Turn on the PACU unit & Record parameter readings
- j. Check electrical components, boards & terminals
- k. Final inspect mechanical parts, piping & drainage system.
- l. Furnishing of report and turnover

V. Eligibility Requirements

- a. Bidder must be authorized to resell products and services of the original equipment manufacturer for the PACU equipment of Insurance Commission. Proof of certification or letter of confirmation from the Manufacturer must be submitted.
- b. The bidder must have one (1) employed assigned Safety Officer. The assigned officer should have completed the training course from any Accredited Safety Training Center by Department of Labor and Employment and must be employed to the bidder for at least two (2) years. Certificate of Employment and copy of certification shall be submitted along with the bid.
- c. The bidder must have at least one (1) employed Certified Mechanical Engineer for at least one (1) year to ensure the safety of Comprehensive Maintenance Services for the PACU.

Certificate of Employment and valid PRC License shall be submitted.

- d. The bidder must have at least one (1) Certified Data Centre Professional (CDCP) and must be employed to the bidder for at least five (5) years, this is to ensure high availability and improve key aspects such as power and cooling and other technology trends in a Data Centre environment based on current and future needs. Certificate of employment and copy of certificate shall be submitted along with the bid.
- e. The Bidder must have a completed project/s for Supply, Delivery, and Installation of Precision Air-Conditioning Units (PACU) Axial Fans, Humidifier Bottle, and Air Filter within three (3) years for the same model or family with same or higher capacity. Project Title, Client Name, Contact Person Name and Contact Number must be stated. A Certificate of Acceptance from the End-User must be submitted as proof.

1. Prospective bidders shall bid for all the items mentioned above.
2. The prospective supplier/service provider shall supply and deliver these items, including related certifications and documentation.

- **SCHEDULE OF DELIVERY:**

Implementation and Configuration of the **Supply, Delivery, and Installation of Uninterruptible Power Supply (UPS) Batteries** must **not be later than One Hundred Twenty (120) Calendar Days** upon receipt of the **Notice to Proceed (NTP)**.

- **CONTRACT COST AND PAYMENT:**

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

- **TERMS OF PAYMENT**

IC shall pay the Service Provider the total amount upon acceptance of the required deliverables, subject to the deduction of applicable taxes.

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an 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 **27 December 2023, 03:00 P.M.**, 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. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. 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 before 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

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 Small Value Procurement (SVP) for **Supply, Delivery, and Installation of Precision Air-Conditioning Units (PACU) Axial Fans, Humidifier Bottle, and Air Filter**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Supply, Delivery, and Installation of Precision Air-Conditioning Units (PACU) Axial Fans, Humidifier Bottle, and Air Filter	1	lot		
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:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;

- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- 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]