



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Supply, Delivery and Installation of Modular Workstations and Various Furniture and Fixtures for the Insurance Commission**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery and Installation of Modular Workstations and Various Furniture and Fixtures for the Insurance Commission
REFERENCE NO. /PR NO.	PR No. 2023-10-331
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Nine Hundred Sixty Thousand Pesos (Php960,000.00) inclusive of applicable charges and taxes
DELIVERY PERIOD / LOCATION	Forty-Five (45) to Sixty (60) days upon receipt of Notice to Proceed
DEADLINE OF SUBMISSION OF QUOTATION/S	28 December 2023 / 09:00AM

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 09:00 AM, 28 December 2023** to the Administrative Division – Property and Supply Section through the following:

Contact persons: Mr. John-Phillip C. Cuenta, IC Administrative Officer I
jpc.cuenta@insurance.gov.ph

Ms. Aimee E. Abella, IC Administrative Assistant I
ae.abella@insurance.gov.ph

Office Address: Second Floor, IC Building,
 1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (02) 8523-8461 local 120

ALBERT LAWRENCE A. VINZON
 IC Division Manager
 Administrative Division

Manila, 24 December 2023

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION OF MODULAR WORKSTATIONS AND VARIOUS FURNITURE AND FIXTURES FOR THE INSURANCE COMMISSION (PR No. 2023-10-331)

I. SCOPE

The prospective supplier shall bid for the **Supply, Delivery and Installation of Modular Workstations and Various Furniture and Fixtures for the Insurance Commission.**

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Nine Hundred Sixty Thousand Pesos (Php960,000.00)** 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 for a period of 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.

III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. **A Certified True Copy of the suppliers/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person not later than 09:00 AM, 28 December 2023** to the Administrative Division – Property and Supply Section through the following:

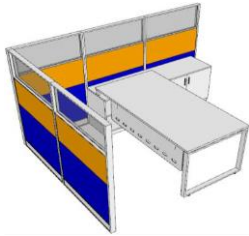


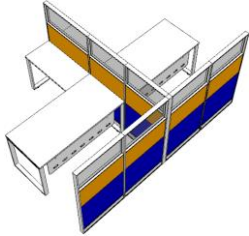
Mr. John-Phillip C. Cuenta, IC Administrative Officer I
jpc.cuenta@insurance.gov.ph




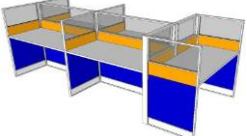

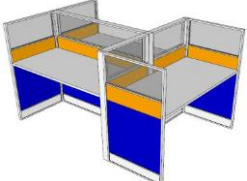
Ms. Aimee E. Abella, IC Administrative Assistant I
ae.abella@insurance.gov.ph


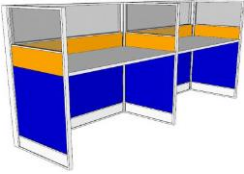


4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of 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.**

IV. TERMS OF REFERENCE

IC MINIMUM AND ESSENTIAL SPECIFICATIONS
<u>GENERAL WORK REQUIREMENTS</u>
A. The Insurance Commission invites the services of a qualified contractor/supplier for the Supply, Delivery and Installation of Modular Workstations and Various Furniture and Fixtures for the Insurance Commission (IC) for the following:
1. To supply, deliver, install and design modular equipment workstations for the <i>Human Resource Division (HRD)</i> ;
2. To provide equitable/uniform space allocation for each staff, Supervisors and Division Manager;
3. Inspection/assessment of the area and preparation of initial layout and specifications of the modular workstations, office chairs and accessories;
4. Dismantling of all necessary wirings, cabling, conduits and devices and restoration of the same in the area;
5. The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up the exact measurement per rooms allotment;
6. The prospective bidders shall submit their initial technical floor lay-out design and the 3-dimensional presentation of the proposed office lay-out design without owner's copyright and subject for alterations/revisions by the IC;
B. Warranty of One (1) year against defects attributable to equipment/materials/accessories supplied and/or poor workmanship starting from the date of the CERTIFICATE OF FINAL ACCEPTANCE is issued.

SAMPLE IMAGE	DESCRIPTION / SPECIFICATION	QTY	U/M
HUMAN RESOURCE DIVISION			
1. DIVISION MANAGER			
	<p>a. <u>EXECUTIVE TABLE</u> 18/25mm thick laminated top, pre-glued pvc edgeband, powder coated steel legs & metal front panel</p>	1	lot
	<p>i. 1800W x 900D X 750H – Main Top</p>		
	<p>ii. 1800W x 450D x 650H – Side Cabinet</p>		
	<p>b. <u>PARTITION</u> – 60MM thick powder coated white aluminium profile in 2 tone fabric & clear glass finish with swing type non-detachable cable raceway</p>		
	<p>i. 2800W x 1800H</p>		
	<p>ii. 2000W x 1800H</p>		
	<p>c. <u>HIGH BACK CHAIR</u> – 600W x 560D x 1120~1200H, fabric seat, mesh back and headrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five star aluminium base and nylon casters</p>	1	pc
	<p>d. <u>VISITOR'S CHAIR</u> – 600W x 560D x 790H, fabric seat, mesh backrest, fixed pp armrest, adjustable tension lumbar support, with steel chrome cantilever base</p>	2	pcs
2. SUPERVISORS			
	<p>a. <u>SUPERVISOR'S L-SHAPE TABLE</u> 25mm thick laminated top, pre-glued pvc edgeband, powder coated steel legs & metal front panel</p>	1	lot
	<p>i. 1500W x 700D X 750H – Main Top (2pcs)</p>		
	<p>ii. 900W x 450D x 750H – Side table (2pcs)</p>		
	<p>b. <u>PARTITION</u> – 60MM thick powder coated white aluminium profile in 2 tone fabric & clear glass finish with swing type non-detachable cable raceway.</p>		
	<p>i. 2300W x 1500H (1pc)</p>		
	<p>ii. 2000W x 1800H (2pcs)</p>		

	<p>c. <u>Mobile Pedestal</u> – 3 Drawer, Metal (2 pcs)</p>		
	<p>d. <u>SUPERVISOR'S CHAIR</u> – 600W x 560D x 930~1030H, fabric seat and mesh backrest, and adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five star nylon base and casters</p>	2	pcs
	<p>e. <u>VISITOR'S CHAIR</u> – 600W x 560D x 790H, fabric seat, mesh backrest, fixed pp armrest, adjustable tension lumbar support, with steel chrome cantilever base</p>	2	pcs
3. STAFFS WORKSTATION			
	<p>a. <u>5-PAX MODULAR WORKSTATIONS :</u></p> <p>i. 1200W x 600D x 750H 25mm thick laminated top with pre-glued pvc edgeband (5 pcs)</p> <p>ii. 1200W x 1200H – 60mm (3 pcs)</p> <p>iii. 600W x 1200H – 30mm (6 pcs) 30/60mm thick powder coated white aluminium profile in 2 tone fabric & clear glass finish with swing type non-detachable cable raceway.</p>	2	sets
	<p>b. <u>Mobile Pedestal</u> – 3 Drawer, Metal (5 pcs)</p>		
	<p>c. <u>3-PAX MODULAR WORKSTATIONS :</u></p> <p>i. 1200W x 600D x 750H 25mm thick laminated top with pre-glued pvc edgeband (3 pcs)</p> <p>ii. 1200W x 1200H – 60mm (2 pcs)</p> <p>iii. 600W x 1200H – 30mm (4 pcs) 30/60mm thick powder coated white aluminium profile in 2 tone fabric & clear</p>	1	set

	glass finish with swing type non-detachable cable raceway.		
	d. Mobile Pedestal – 3 Drawer, Metal (3 pcs)		
	e. 2-PAX MODULAR WORKSTATIONS :	1	set
	i. 1200W x 600D x 750H 25mm thick laminated top with pre-glued pvc edgeband (2 pcs) ii. 1200W x 1200H – 60mm (2 pcs) iii. 600W x 1200H – 30mm (3 pcs) 30/60mm thick powder coated white aluminium profile in 2 tone fabric & clear glass finish with swing type non-detachable cable raceway.		
	f. Mobile Pedestal – 3 Drawer, Metal (2 pcs)		
	g. MID BACK CHAIR – 600W x 560D x 930~1030H, fabric seat and mesh backrest, fixed pp armrest; pneumatic seat height adjustment, butterfly mechanism, with five star nylon base and casters.	15	pcs
I.	SCOPE OF WORK	1	lot
INSTALLATION AND TESTING			
	1. The winning bidder must install the modular partitions;		
	2. Submit an installation and schedule plan to be approved by IC;		
	3. Dismantling of all necessary wirings, cabling, conduits and devices and restoration of the same in the area;		
	4. The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up the exact measurement per rooms allotment;		
	5. The period for correction of defects should be within seven (7) working days after testing;		
	6. All levels of testing will be conducted at the site;		
	7. The Supplier should always coordinate with Procuring Entity's representative before commencing work;		
	8. Performs any other tasks that may be necessary to implement the above-mentioned scope of works or as may be instructed by the IC.		

II.	WARRANTY / MAINTENANCE / TECHNICAL SUPPORT
	1. All modular partitions, and various furniture and fixtures comes with 1-year limited warranty from the manufacturer's defects;
	2. Documentation of problems, isolation, cause and rectification procedures for building knowledge base for the known problems;
	3. Must submit a warranty certificate of all installed modular partitions and various furniture and fixtures;
III.	DOCUMENTATION
	The winning bidder must provide <u>Four (4) copies of AS-BUILT-PLANS</u> after the installed modular workstations, including <u>Floor Plans and Perspective View</u>
IV.	ACCEPTANCE
	IC personnel must review and conduct a physical testing on the delivered modular partitions and various furniture and fixtures. All deliverables mentioned above should be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.
V.	DELIVERY ADDRESS AND DATE
	The winning bidder must deliver the goods within forty-five (45) to sixty (60) days upon receipt of Notice To Proceed (NTP) and must delivered at 1071 Insurance Commission Building United Nations City

V. MODE OF PROCUREMENT

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

VI. PENALTIES

A deduction of five percent (5%) of the total contract price would be imposed for every day of extension of the delivery and installation.

VII. SPECIAL CONDITIONS

Qualification of Supplier

1. 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.

Delivery of Services

2. The schedule of delivery and installation should be completed within **forty-five (45) to sixty (60) days** from the receipt of Notice to Proceed (NTP).

Limitation of Liability

3. 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.

Termination

4. 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.
5. 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.
6. 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

7. 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.
8. 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.
9. 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.
10. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.



ALBERT LAWRENCE A. VINZON
IC Division Manager
Administrative Division

REPLY SLIP

Name of Supplier : _____
Office Address : _____
Email Address : _____
Telephone Number : _____
Business Registration No.: _____
Tax Identification No. : _____
PhilGEPS Registration/Organization No.: _____

After having carefully read and accepted the provisions under the Terms of Reference for the **SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS AND VARIOUS FURNITURE AND FIXTURES FOR THE INSURANCE COMMISSION (IC)**, I/we quote you on the item at prices noted below:

DESCRIPTION / SPECIFICATION	QTY	U/M	UNIT COST (PHP)	TOTAL COST (PHP)
DIVISION MANAGER				
a. PARTITION	1	set		
b. EXECUTIVE TABLE	1	set		
c. HIGH BACK CHAIR	1	pc		
d. VISITOR'S CHAIR	2	pc		
SUPERVISORS				
e. PARTITION	1	set		
f. SUPERVISOR'S L-SHAPE TABLE	2	set		
g. MOBILE PEDESTAL	2	pc		
h. SUPERVISOR'S CHAIR	2	pc		
i. VISITOR'S CHAIR	2	pc		
STAFFS WORKSTATION				
j. 5-PAX MODULAR WORKSTATION	2	set		
k. 3-PAX MODULAR WORKSTATION	1	set		
l. 2-PAX MODULAR WORKSTATION	1	set		
m. MID BACK CHAIR	15	pc		
n. MOBILE PEDESTAL	15	pc		
GRAND TOTAL AMOUNT:			PHP	
Note: Total cost should not exceed Approved Budget of the Contract (ABC) of Nine Hundred Sixty Thousand Pesos (PhP960,000.00), 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 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: _____
Contact Number : _____
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]