



**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Printing of the 2021 Annual Report of the Insurance Commission**, subject to the conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Printing of the 2021 Annual Report of the Insurance Commission
<b>REFERENCE NO. /PR NO.</b>	PR No. 2024-05-112
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>MODE OF PROCUREMENT</b>	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	One Hundred Sixty Thousand Pesos (Php160,000.00) inclusive of applicable charges and taxes
<b>DELIVERY PERIOD</b>	Ten (10) working days upon IC's final approval of the submitted Annual Report proof
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	18 June 2024 / 09:00AM

The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 09:00AM, 18 June 2024** to the Statistics and Research Division through the following:

**Contact persons:** Mr. Jonn Markiel B. Sy, SRD Staff  
 Ms. Carol D. Musngi, IC Supervising Insurance Specialist

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

**Telephone Nos.:** (02) 8523-8461 local 122

**E-mail:** [jmb.sy@insurance.gov.ph](mailto:jmb.sy@insurance.gov.ph) /  
[cr.musngi@insurance.gov.ph](mailto:cr.musngi@insurance.gov.ph)

  
**RONALD E. PAGUIRIGAN**  
 IC Division Manager  
 Statistics and Research Division

Manila, 10 June 2024

## TERMS OF REFERENCE

### Printing of the 2021 Annual Report of the Insurance Commission (P.R. No. 2024-05-112)

---

#### I. SCOPE

1. The prospective supplier shall bid for **One Hundred (100) sets** of 2021 Annual Report of the IC.

#### II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **One Hundred Sixty Thousand Pesos (PhP160,000.00)** 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, 18 June 2024** to the Statistics and Research Division through the following:

Mr. Jonn Markiel B. Sy, SRD Staff  
[jmb.sy@insurance.gov.ph](mailto:jmb.sy@insurance.gov.ph)

Ms. Carol D. Musngi, IC Supervising Insurance Specialist  
[cr.musngi@insurance.gov.ph](mailto:cr.musngi@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. 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 PhilGEPS.

##### ***Delivery of Services***

2. The supplier shall deliver the items to the Statistics and Research Division of the Insurance Commission within **Ten (10) working days upon IC's final approval of the submitted Annual Report Proof.**

##### ***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.

  
**RONALD E. PAGUIRIGAN**  
IC Division Manager  
Statistics and Research Division



**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**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 **Printing of the 2021 Annual Report of the Insurance Commission**, 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>
<p><b>Item#1</b>  <b>Printing of the 2021 Annual Report of the Insurance Commission COVER</b>  <b>Stock:</b> Stipple Avalanche With 270 GSM  <b>Size:</b> 8.25x11.75inches(folded);  16.75x11.75inches (flat)  <b>Color:</b> Full Color x Full Color  <b>Process:</b> Full color offset printing on all pages  <b>Others:</b>  -With matte and spot lamination/embossing on front cover  -With Scoring and folding  -With Die cutting and Pasting</p> <p><b>INSIDE</b>  <b>Stock:</b> Olin Smooth 90 GSM  <b>Size:</b> A4  <b>Color:</b> Full Color  <b>No. of Pages:</b> 90 Pages including cover  <b>Binding:</b> Perfect Binding (PUR)  <b>Process:</b> Full Color Offset printing on all pages</p>	<p><b>100 pieces</b></p>		

<p><b>Item#2</b>  <b>2021 Annual Report Folder</b>  <b>Stock:</b> C2S 220  <b>Size:</b> 24.5cmx31.5cm  <b>Color:</b> Full Color x Full Color  <b>Process:</b> Full color offset printing  <b>Others:</b>          -With matte lamination and spot UV/embossing on folder          -With Die cutting, and Pasting</p> <p><b>Item#3</b>  <b>Others</b>          With Clear Cellophane Plastic Bags / Mailing Bags to Fit the Annual Report Folder          — Self Seal Adhesive Strip</p>			
<p><b>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of One Hundred Sixty Thousand Pesos (PhP160,000.00), inclusive of all applicable taxes, fees, and other charges.</b></p>			

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: \_\_\_\_\_  
 Date: \_\_\_\_\_