



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 quotation for the **Supply and Delivery of Customized Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the Insurance Commission (IC) 2024 Strategic Planning Workshop and Team Building Activity**, subject to the conditions stated in the Terms of Reference (TOR):

| | |
|---|--|
| NAME OF PROJECT | Supply and Delivery of Customized Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the IC 2024 Strategic Planning Workshop and Team Building Activity |
| REFERENCE NO. /PR NO. | PR No. 2024-06-151 |
| LOCATION | IC Main Office, 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 THE CONTRACT (ABC) | Four Hundred Fifty Thousand Pesos (Php450,000.00), inclusive of applicable charges and taxes |
| DELIVERY PERIOD | Ten (10) working days upon approval of sample |
| DEADLINE OF SUBMISSION OF QUOTATION/S | 07 June 2024 / 12:00NN |

The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted not later than 12:00NN, 07 June 2024** to the Human Resource Division through the following:

Contact Persons and Email Addresses : Michael Joshua L. Evangelista
 IC Administrative Officer I
mjl.evangelista@insurance.gov.ph

Allan Angelo B. Celestino
 IC Administrative Officer I
aab.celestino@insurance.gov.ph

Office Address : IC Main Office, 1071 United Nations Avenue, Ermita, Manila

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

REVELYN R. MOJICA
 IC Division Manager
 Human Resource Division

Manila, 03 June 2024

TERMS OF REFERENCE

Supply and Delivery of Customized Insurance Commission Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the Insurance Commission (IC) 2024 Strategic Planning Workshop and Team Building Activity (P.R. No. 2024-06-151)

I. SCOPE

The prospective supplier shall bid for the **Supply and Delivery of Customized Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the IC 2024 Strategic Planning Workshop and Team Building Activity.**

Item A: Customized Royal Blue Collared Polo Shirts

Minimum Specifications

1. Quantity: 300 pcs
2. Color: Royal Blue
3. Plain Solid Color (No print/design/No color combination)
4. Shell buttons with rim
5. With knitted spread collar
6. With double needle stitching in hem line
7. Straight cut side seams for men
8. Curved/fitted side seams for ladies
9. With Insurance Commission (IC) Logo Embroidery (white-color)
10. Method of Print: Digital Embroidery
11. Print Placement: Left Chest
12. Packaging - Individual Clear Packaging

Royal Blue Collared Polo Shirt (use attached image as guide)

- Front - Logo in Left Chest
- Digital embroidery of IC Logo in white thread color
- Size in 2 inches or 2.5 inches diameter

Others

- **Sample approval:** 1-piece Royal Blue Collared Polo Shirt with IC Logo Embroidery
- Included in the Total Contract Price is the Provision of Sample Sizes for sizing purposes upon confirmation of award of contract
- Sizes required: Extra Small, Small, Medium, Large, XL, 2XL, 3XL, 4XL, 5XL
****Shirt sizes shall be separate for Ladies and Men****

SAMPLE LAYOUT OF ROYAL BLUE COLLARED POLO SHIRT



SAMPLE LAYOUT OF STANDARD INSURANCE COMMISSION LOGO



Remarks:

High-resolution file of the IC Logo may be requested through email at mjl.evangelista@insurance.gov.ph.

Item B: Customized Colored Dri-fit Shirts

Minimum Specifications

1. Quantity: 530 pcs
2. Colors: Red, Blue, Yellow, Green, Orange
3. Plain Solid Color (No print/design/No color combination)
4. Crewneck
5. Straight cut side seams for men
6. 80% polyester, 15% lyocell, 5% elastane
7. Side hem notches
8. Slightly longer back hem
9. Moisture-wicking
10. Curved/fitted side seams for ladies
11. With Insurance Commission (IC) Logo Embroidery (white-color)
12. Method of Print: Digital Embroidery
13. Print Placement: Left Chest
14. Packaging - Individual Clear Packaging

Colored Dri-fit Shirt (use attached image as guide)

- Front - Logo in Left Chest
- Digital embroidery of IC logo in white thread color
- Size in 2 inches diameter

Others

- **Sample approval:** 1-piece of each color with IC Logo Embroidery
- Included in the Total Contract Price is the Provision of Sample Sizes for sizing purposes upon confirmation of award of contract
- Sizes required:
Extra Small, Small, Medium, Large, XL, 2XL, 3XL, 4XL, 5XL
****Shirt sizes shall be separate for Ladies and Men*

SAMPLE LAYOUT OF COLORED DRI-FIT SHIRT



Item C: Customized Black Caps

Minimum Specifications

1. Quantity: 265 pcs
2. Color: Black
3. Plain Solid Color (No print/design/No color combination)
4. One size, fits most
5. 100% cotton twill
6. Pre-curved brim
7. Adjustable Back Strap
8. Six-panel construction
9. With Insurance Commission (IC) Logo Embroidery (black-color)
10. Method of Print: Digital Embroidery
11. Print Placement: Center Front
12. Packaging - Individual Clear Packaging

Black Corporate Cap (use attached image as guide)

- Front - Logo in center
- Digital embroidery of IC logo in black thread color
- Size in 2 inches diameter

Others

- **Sample approval:** 1-piece Black Cap with IC Logo Embroidery

SAMPLE LAYOUT OF BLACK CAPS



II. EVALUATION AND SELECTION CRITERIA

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

Annex A: TABLE OF RATING FACTORS

Item A: Customized Royal Blue Collared Polo Shirts

| | Rating Factors | Weight | Rating |
|-----|---|---------------|---------------|
| I | Textile Texture | 20% | |
| II | Textile thickness | 20% | |
| 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 | 15% | |
| VII | Button style and stitching | 10% | |
| | TOTAL | 100% | |

Item B: Customized Dri-Fit Shirts

| | Rating Factors | Weight | Rating |
|-----|--|---------------|---------------|
| I | Textile Texture | 20% | |
| II | Textile thickness | 20% | |
| 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 | Sleeve cuff stitching, and strength/durability | 15% | |
| VII | Breathability | 10% | |
| | TOTAL | 100% | |

Item C: Customized Black Caps

| | Rating Factors | Weight | Rating |
|-----|-----------------------------------|---------------|---------------|
| I | Textile Texture | 20% | |
| II | Textile thickness | 20% | |
| II | Moisture Absorption of Textile | 10% | |
| IV | Textile Color Intensity | 10% | |
| V | Stitching neatness and durability | 15% | |
| VI | Comfort | 15% | |
| VII | Breathability | 10% | |
| | TOTAL | 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 **Four Hundred Fifty Thousand Pesos (Php450,000.00), 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.

IV. GENERAL CONDITIONS

1. The Reply Slip **must be 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 12:00 NN, 07 June 2024** to the Human Resource Division through the following:

Michael Joshua L. Evangelista, IC Administrative Officer I
mjl.evangelista@insurance.gov.ph

Allan Angelo B. Celestino, IC Administrative Officer I
aab.celestino@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).

Aside from the documentary requirement verification, the supplier shall likewise present actual samples of its proposed goods/shirts based on required specifications.

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

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.

Delivery of Services

1. Sample sizes shall be given for sizing purposes ranges from extra small to 5XL for polo and dri-fit shirts, **upon confirmation of award of contract.**
2. The suppliers shall produce one of each sample 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.
3. The supplier shall deliver the items at the Human Resource Division of the Insurance Commission within **Fifteen (15) working days upon IC's final approval of the submitted sample.**

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.

Termination

1. 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.
2. 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.
3. 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

1. 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.

2. 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.
3. 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.
4. 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.



REVELYN R. MOJICA
IC Division Manager
Human Resource Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____
Contact 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 **Supply and Delivery of Customized Insurance Commission Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the Insurance Commission (IC) 2024 Strategic Planning Workshop and Team Building Activity (P.R. No. 2024-06-151)**, I/we quote you on the item at prices noted below:

| <i>Items and Descriptions</i> | <i>Quantity Measure</i> | <i>Unit Cost</i> | <i>Total Cost</i> |
|---|--------------------------|------------------|-------------------|
| <p>Supply and Delivery of Customized Insurance Commission Collared Polo Shirts, Dri-Fit T-shirts, and Caps for the Insurance Commission (IC) 2024 Strategic Planning Workshop and Team Building Activity</p> <p><u>Item A: Customized Royal Blue Collared Polo Shirts</u></p> <p><i>Minimum Specifications</i></p> <ol style="list-style-type: none"> 1. Quantity: 300 pcs 2. Color: Royal Blue 3. Plain Solid Color (No print/design/No color combination) 4. Shell buttons with rim 5. With knitted spread collar 6. With double needle stitching in hem line 7. Straight cut side seams for men 8. Curved/fitted side seams for ladies 9. With Insurance Commission (IC) Logo Embroidery (white-color) 10. Method of Print: Digital Embroidery 11. Print Placement: Left Chest 12. Packaging - Individual Clear Packaging <p><i>Royal Blue Collared Polo Shirt (use attached image as guide)</i></p> <ul style="list-style-type: none"> ▪ Front - Logo in Left Chest ▪ Digital embroidery of IC Logo in white thread color ▪ Size in 2 inches or 2.5 inches diameter <p><i>Others</i></p> <ul style="list-style-type: none"> ▪ Sample approval: 1-piece Royal Blue Collared Polo Shirt with IC Logo Embroidery ▪ Included in the Total Contract Price is the Provision of Sample Sizes for sizing | <p>300 pieces</p> | | |

| Items and Descriptions | Quantity Measure | Unit Cost | Total Cost |
|--|-------------------------|------------------|-------------------|
| 3. Plain Solid Color (No print/design/No color combination) 4. One size, fits most 5. 100% cotton twill 6. Pre-curved brim 7. Adjustable Back Strap 8. Six-panel construction 9. With Insurance Commission (IC) Logo Embroidery (black-color) 10. Method of Print: Digital Embroidery 11. Print Placement: Center Front 12. Packaging - Individual Clear Packaging <i>Black Corporate Cap (use attached image as guide)</i> <ul style="list-style-type: none"> ▪ Front - Logo in center ▪ Digital embroidery of IC logo in black thread color ▪ Size in 2 inches diameter <i>Others</i> <ul style="list-style-type: none"> ▪ Sample approval: 1-piece Black Cap with IC Logo Embroidery | | | |
| <p>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of Four Hundred Fifty Thousand Pesos (Php450,000.00), inclusive of 12% VAT and all other applicable taxes and charges</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: _____