



## 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 **05 November 2024, 12:00 Noon**:

<b>NAME OF PROJECT</b>	Procurement of Notebook Computers
<b>PURCHASE REQUEST/REF. NO.</b>	2024 – 06 – 183
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	One Million Pesos (Php1,000,000.00) <i>inclusive of taxes and other charges</i>

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 **05 November 2024, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, IC Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
- Joel Lorenzo L. Maling, IC Information Systems Analyst I  
[jll.maling@insurance.gov.ph](mailto: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.

A handwritten signature in black ink, reading "Edwin A. Lauz".  
**EDWIN CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

## TERMS OF REFERENCE

- **OBJECTIVE:**

The Insurance Commission (IC) seeks to procure Notebook Computers to complement the influx of new personnel in the agency and to ensure that the employees are equipped with necessary ICT tools for the continuous delivery of quality services.

- **TERMS OF REFERENCE:**

1. Supply and delivery of Notebook Computers.

LAPTOP COMPUTER		9	units
IC Personnel			
Processor	At least 13 <sup>th</sup> Generation Intel Core i7 with Intel Chipset, 12M Cache, up to 5.00 GHz		
Display	At least 14" WUXGA (1920x1200) IPS 300nits Anti-glare		
System Memory	At least 16 GB DDR4 3200; 2 slots (can support up to 32GB)		
Storage	At least 1TB Solid State Drive (SSD)		
Pointing Device	Touch Pad or Click Pad		
Graphics Card	At least 2GB GDDR6		
Webcam	Integrated 720p HD video webcam with webcam privacy shutter and 2x, Array microphone		
Interfaces	1x USB 2.0, 1x USB 3.2 Gen 1 (Always On), 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0 and DisplayPort 1.4), 1x Thunderbolt 4 / USB4 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort 1.4), 1x HDMI 2.1 up to 4K/60Hz, 1x Headphone / Microphone Combo Jack (3.5mm), 1x Ethernet (RJ-45)		
Network Interface Controller	Gigabit Network Connection (10/100/1000)		
Wireless Support	Intel® Wi-Fi® 6 AX201, 11ax 2x2 + BT5.1		
Power Supply	Power Cord, minimum 65W USB-C® (3-pin)		
O.S.	Latest available MS Windows 64-bit O.S., Professional Edition Licensed ( <i>OS pre-installed from the manufacturer, burned copy of recovery disk drive installer and reference manuals must be included</i> )		
Battery	Integrated 57Wh		
Weight	Starting at 1.43 kg (3.15 lbs)		
Security	Must have security lock port		

Compliance Certificate	International Data Corporation (IDC) report that the brand belongs to the top three (3) PCs in the world (Latest)
Accessories	<ul style="list-style-type: none"> <li>Professional Laptop Bag/Back-pack</li> <li>Wireless mouse</li> <li>USB-C Multiport Adapter (1 HDMI, 1 VGA, 1 Ethernet Port, 3-port USB 3.0, TF SD Card Reader, 1 Type-C PD 3.0 port)</li> </ul>
Warranty	<ul style="list-style-type: none"> <li>Three (3) years on parts and services on-site and with immediate parts replacement with next business day response for Notebook Computer</li> <li>One (1) year on the battery with immediate replacement with next business day response</li> </ul>
Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner <b>and</b> authorized service provider

2. Prospective bidders shall bid for all the items mentioned above.

3. The prospective supplier/service provider shall supply and deliver the Notebook computers.

• **SCHEDULE OF DELIVERY:**

Supply and delivery of the Notebook Computers must be within **Thirty (30) 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 **05 November 2024, 12:00 Noon**, to the Information Technology Division through the following:
  - Juan Carlo R. Florencio, IC Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
  - Joel Lorenzo L. Maling, IC Information Systems Analyst I  
[jll.maling@insurance.gov.ph](mailto: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.



**EDWIN CORNELIUS A. LAUZ**

Division Manager

Information Technology Division

## 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 the **Procurement of Notebook Computers**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	14" Laptop Computer	9	Units		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**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).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

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**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*