



## REQUEST FOR QUOTATION

The Insurance Commission invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to attached Terms of Reference (TOR):

Item and Description	Quantity and Unit	Approved Budget for Contract
Supply and Delivery of Collaterals for the Functional Group Planning and Budgeting Activity of the Legal Services Group for FY 2025-2027:  (P.R. 2024-12-389A)  1. Specifications for Document Bag:  -12.75" (H) x 20.5" (W) X 13.5" (D) -EcoSystem 600D Fabric made from 100% recycled post-consumer water bottles -Zippered U-shaped opening -Smooth webbing top-carrying handles -Removable smooth webbing shoulder strap -Front sleeve pocket -Zippered internal mesh pocket -With at least 5 colors to choose from -With minimum five-year warranty	72 pieces	Two Hundred Eighty Thousand Three Hundred Sixty Eight Pesos (Php280,368.00)  <i>Inclusive of 12% VAT and all other applicable taxes charges</i>

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission Office or through email or fax at the contact information indicated below. The deadline of submission of the proposal/quotation is at 5:00 pm of **23 December 2024** at the following contact information:

Contact person: Ruth D. Paguia/Gina C. Nasol/Marlito Glen Isip  
Office Address: 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
Telephone Nos.: 8523-8462 to 70  
E-mail: [rd.paguia@insurance.gov.ph](mailto:rd.paguia@insurance.gov.ph) or [gc.nasol@insurance.gov.ph](mailto:gc.nasol@insurance.gov.ph)  
[mgds.isip@insurance.gov.ph](mailto:mgds.isip@insurance.gov.ph)

**RANDY G. SERRANO**  
Deputy Insurance Commissioner  
Legal Services Group

## TERMS OF REFERENCE

Supply and Delivery of Collaterals for the Functional Group Planning and Budgeting Activity of the Legal Services Group for FY2025-2027.

### I. Scope of Work and Job Specifications

Item and Description	Quantity and Unit
Supply and Delivery of Collaterals for the Functional Group Planning and Budgeting Activity of the Legal Services Group for FY 2025-2027:  Document Bag Specifications:  -12.75" (H) x 20.5" (W) X 13.5" (D) -EcoSystem 600D Fabric made from 100% recycled post-consumer water bottles -Zippered U-shaped opening -Smooth webbing top-carrying handles -Removable smooth webbing shoulder strap -Front sleeve pocket -Zippered internal mesh pocket -With at least 5 colors to choose from -With minimum five-year warranty	72 pieces

### II. Delivery Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered, free of charge, to the IC Office on or before 03 January 2025.

### III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of Two Hundred Eighty Thousand Three Hundred Sixty Eight Pesos (Php280,368.00) inclusive of 12% VAT and all other applicable taxes and charges.

The price quotation must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

#### **IV. 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.

#### **V. Other Documents Required for Awarding of Contract**

The bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be required to submit and present the following documents, for verification/validation:

1. Active PhilGEPS Registration
2. Business Registration or Mayor's Business Permit; and
3. BIR Tax Registration
4. Notarized Omnibus Sworn Statement

#### **VI. Payment Scheme**

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement of the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

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.

  
**RANDY G. SERRANO**  
Deputy Insurance Commissioner  
Legal Services Group

## 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 Supply and Delivery of Collaterals for the Functional Group Planning and Budgeting Activity of the Legal Services Group for FY 2025-2027, I/we quote you on the item at prices noted below:

Item No.	Item and Description	Quantity	Unit Cost	Total Cost
1	<b>Supply and Delivery of Collaterals (Document Bag) for the Functional Group Planning and Budgeting Activity of the Legal Services Group for FY 2025-2027</b>	72 pieces		

Note:

1. Total cost should not exceed ABC of **Two Hundred Eighty Thousand Three Hundred Sixty Eight Pesos (Php280,368.00)** Price quotation is inclusive of 12% VAT, all other applicable taxes and charges.

After having carefully read and accepted your General Conditions, I/we quote you on the item at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorize Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Telephone No. and Email Address

\_\_\_\_\_  
Date