



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



## REQUEST FOR QUOTATION

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

Item and Description	Quantity and Unit	Approved Budget for the Contract
<p><b>Supply and Delivery of Collateral for the TSG FGPBA for FY 2025-2027 (P.R. No. 2024-12-392)</b></p> <p><b>Specifications</b> (for Reversible Jacket/Parka):</p> <ol style="list-style-type: none"><li>1. Long-sleeved hoodie jacket/parka</li><li>2. Reversible design</li><li>3. Inner and outer side pockets</li><li>4. Water-repellent finish on the outer side</li><li>5. Drawstring adjusters at the hem and hood let you adjust the fit</li><li>6. Soft jersey lining</li><li>7. versatile design in a regular fit</li><li>8. With available stocks in Natural/Blue/Navy Blue Color (subject to approval of the end user)</li></ol> <p><b>Specification</b> (for Shirt):</p> <ol style="list-style-type: none"><li>1. Crew Neck Short Sleeve T-Shirt</li><li>2. Heavyweight 100% cotton</li><li>3. Durable Jersey Fabric feels (dry touch; improved quality/character every after wash)</li><li>4. Relaxed/Unisex Cut</li><li>5. vintage military T-shirt designs-inspired Neckline</li></ol>	1 Lot	<p><b>One Hundred Ninety-Five Thousand Pesos (PHP195,000.00)</b></p> <p><i>Inclusive of 12% VAT and all other applicable taxes and charges</i></p>

<p>6. With available stocks in pink/natural/blue color (subject to approval of the end user)</p> <p>The price quotation includes textiles and all other materials to be used in the production of jackets and shirts.</p>		
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Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below.

Proposals/quotations must be received **not later than 12:00 NN of 09 December 2024** at the following address:

**Contact Person** : Carlos Giomeldfrey A. Convento  
**Telephone Number** : (+63) 8523-8461 loc. 121  
**Email address** : cga.convento@insurance.gov.ph  
**Place of Submission** : 2nd Floor, Insurance Commission  
1071, U.N. Ave., Manila

  
**ARTURO S. TRINIDAD II**  
Deputy Insurance Commissioner  
Technical Services Group

## TERMS OF REFERENCE

### Small Value Procurement for Supply and Delivery of Collaterals for the TSG FGPBA for FY 2025-2027

#### I. Product Specifications

Item and Description	Quantity and Unit	Approved Budget for the Contract
<b>Specifications</b> (for Reversible Jacket/Parka): <ol style="list-style-type: none"><li>1. Long-sleeved hoodie jacket/Parka</li><li>2. Reversible design</li><li>3. Inner and outer side pockets</li><li>4. Water-repellent finish on the outer side</li><li>5. Drawstring adjusters at the hem and hood let you adjust the fit</li><li>6. Soft jersey lining</li><li>7. versatile design in a regular fit</li><li>8. With available stocks in Natural/Blue/Navy Blue Color (subject to approval of the end user)</li></ol>	<b>51 pieces</b>	<b>One Hundred Ninety-Five Thousand Pesos (Php 195,000.00)</b>
<b>Specification</b> (for Shirt): <ol style="list-style-type: none"><li>1. Crew Neck Short Sleeve T-Shirt</li><li>2. Heavyweight 100% cotton</li><li>3. Durable Jersey Fabric feels (dry touch; improved quality/character every after wash)</li><li>4. Relaxed/Unisex Cut</li><li>5. vintage military T-shirt designs-inspired Neckline</li><li>6. With available stocks in pink/natural/blue color (subject to approval of the end user)</li></ol> <p>The price quotation includes textiles and all other materials to be used in the production of jackets and shirts.</p>	<b>51 pieces</b>	

#### 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 **11 December 2024**. **The end user may require sample shirts and disqualify any bid not in accordance with the technical specifications provided.**

### **III. Approved Budget for the Contract**

The price quotation should not exceed the Approved Budget for the Contract (ABC) of One Hundred Ninety-Five Thousand Pesos (Php 195,000.00) inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

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. Awarding of Contract**

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

1. Proof of PhilGEPS Registration
2. Mayor's Business Permit
3. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement

### **V. Payment Scheme**

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

  
**ARTURO S. TRINIDAD II**  
Deputy Insurance Commissioner  
Technical Services Group



## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
  
**Contact Information** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Supply and Delivery of T-Shirts and Jackets for the TSG FGPBA 2024**, I/We quote you on the items at prices noted below:

Item and Description	Quantity Measures	Unit Cost	Total Cost
<b>Supply and Delivery of Collaterals for the TSG FGPBA for FY 2025-2027</b>  <b>Specifications</b> (for Reversible Jacket/Parka): <ol style="list-style-type: none"> <li>Long-sleeved hoodie jacket/Parka</li> <li>Reversible design</li> <li>Inner and outer side pockets</li> <li>Water-repellent finish on the outer side</li> <li>Drawstring adjusters at the hem and hood let you adjust the fit</li> <li>Soft jersey lining</li> <li>versatile design in a regular fit</li> <li>With available stocks in Natural/Blue/Navy Blue Color (subject to approval of the end user)</li> </ol> <b>Specification</b> (for Shirt): <ol style="list-style-type: none"> <li>Crew Neck Short Sleeve T-Shirt</li> <li>Heavyweight 100% cotton</li> <li>Durable Jersey Fabric feels (dry touch; improved quality/character every after wash)</li> <li>Relaxed/Unisex Cut</li> <li>vintage military T-shirt designs-inspired Neckline</li> <li>With available stocks in pink/natural/blue</li> </ol>	1 Lot		

color (subject to approval of the end user) The price quotation includes textiles and all other materials to be used in the production of jackets and shirts.			
<b>Notes:</b> <b>Total Cost should not exceed ABC of One Hundred Ninety-Five Thousand Pesos (Php 195,000.00), inclusive of 12% VAT and all other applicable taxes and charges.</b>			

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

1. Notarized Omnibus Sworn Statement (using prescribed template/format)

Certified **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 : \_\_\_\_\_

**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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*