



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their lowest price quotation for the Plaque of Recognition subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Insurance Commission Program on Awards and Incentives for Service Excellence (IC PRAISE) Plaques of Recognition for CY 2024
REFERENCE NO. /PR NO.	2025-02-095
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila and an offsite photoshoot within Metro Manila.
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Updated 2016 Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Hundred Thirty-Five Thousand Pesos (P135,000.00)
DEADLINE OF SUBMISSION OF QUOTATION/S	28 February 2025

The duly accomplished **REPLY SLIP**, including the other requirements as enumerated therein, may be submitted in person or through an email not later than **28 February 2025**, at **2:00 PM** to the Human Resource Division through the following:

Contact persons : **Ms. Gayle Micahelle R. Mendoza**
Mr. Leo C. Sebuc

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

Telephone Number : (02) 8523-8461 local 106

Email Address : gmr.mendoza@insurance.gov.ph
lc.sebuc@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

Manila, 21 February 2025

TERMS OF REFERENCE (TOR)
Purchase Request No. 2025-02-095

I. SCOPE

The prospective supplier should be able to provide a quotation for the **Plaques of Recognition for Insurance Commission Program on Awards and Incentives for Service Excellence (IC PRAISE) Plaques of Recognition for CY 2024**. The following are the inclusions of the contract:

A. Approved Budget of the Contract

The price quotation should not exceed the Approve Budget for Contract (ABC), inclusive of 12% VAT and all other applicable taxes and charges. Price quotation received in excess of the ABC shall be automatically disqualified during evaluation. Prices must be valid for thirty (30) calendar days from receipt and should not be subject to change or increase during the contract implementation.

B. Mode of Procurement

The mode of Procurement shall be Negotiated Procurement-Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

C. Details and Technical Specifications

1. IC Internal Awards

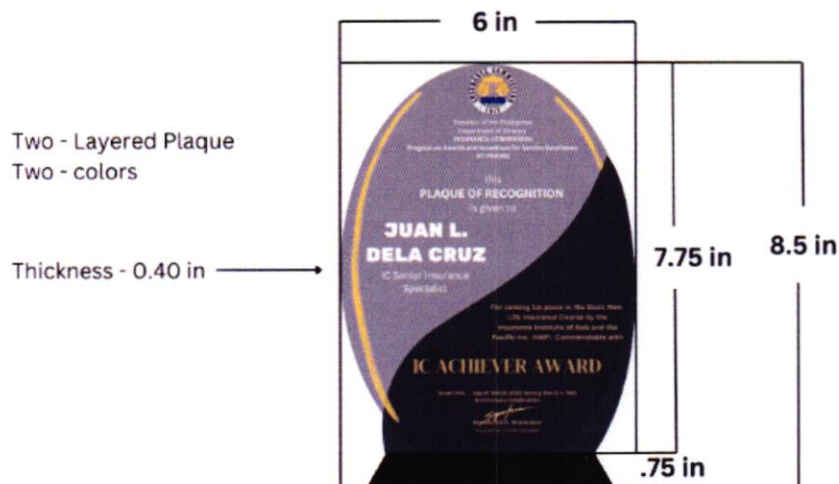
The minimum requirements are as follows:

Quantity	Unit of Measure	Item and Description
7	Piece	Career and Self-Development Award
4	Piece	IC Achiever Award
12	Piece	Perfect Attendance Award
31	Piece	Perfect Attendance - Flag Raising Ceremony
4	Piece	Hall of Fame
		General description: <ul style="list-style-type: none">• Two-colored, two-layered glass with engraved citation.• Dimensions: 6 x .40 x 8.5 inches
		<i>*Please refer to Annex A for detailed content of plaques.</i>
Total: 58 pieces		

A. Career and Self-Development Award



B. IC Achiever Award



C. Perfect Attendance Award



D. Perfect Attendance Flag Raising Ceremony



E. Hall of Fame Award



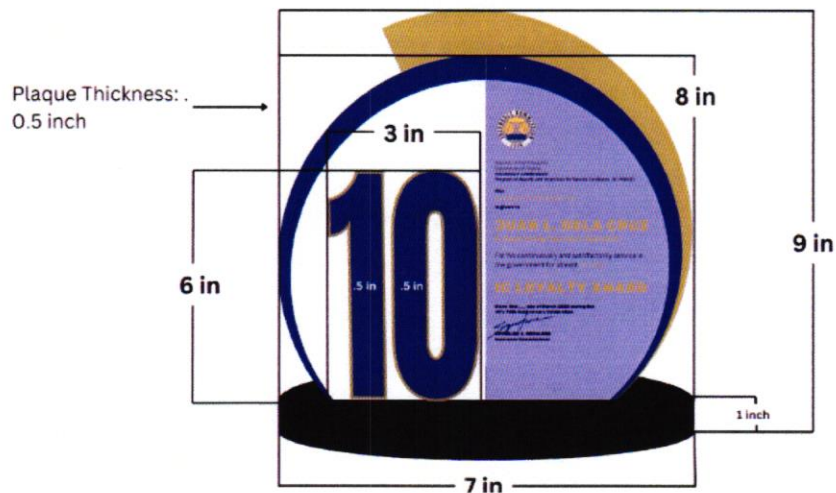
2. IC Loyalty Awards

The minimum requirements are as follows:

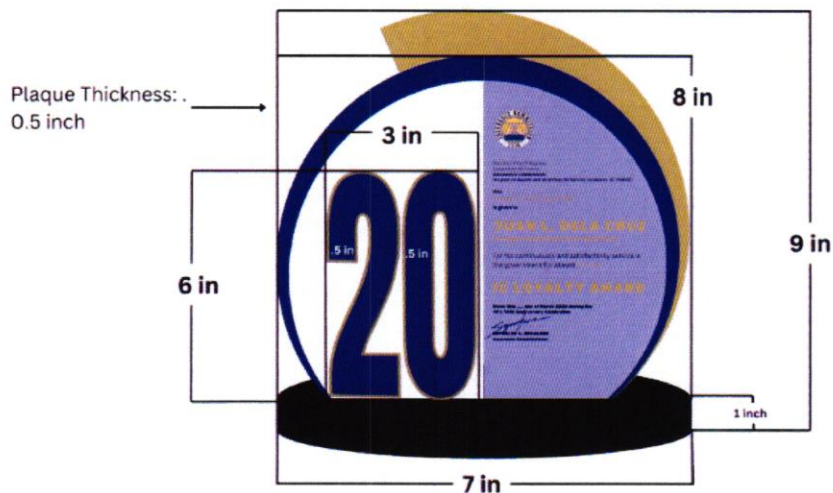
Quantity	Unit of Measure	Item and Description
		2024 awardees:
13	Piece	10 years in service
1	Piece	20 years in service
3	Piece	25 years in service
3	Piece	30 years in service
3	Piece	35 years in service
1	Piece	40 years in service

Quantity	Unit of Measure	Item and Description
		<p><i>*Note: No loyalty awardees for 15 years in service for CY 2024.</i></p> <p>General description:</p> <ul style="list-style-type: none"> Two-colored, two-layered glass with engraved citation. Dimensions: 7 x .5 x 9 inches <p><i>*Please refer to Annex B for detailed content of plaques.</i></p>
Total: 24 pieces		

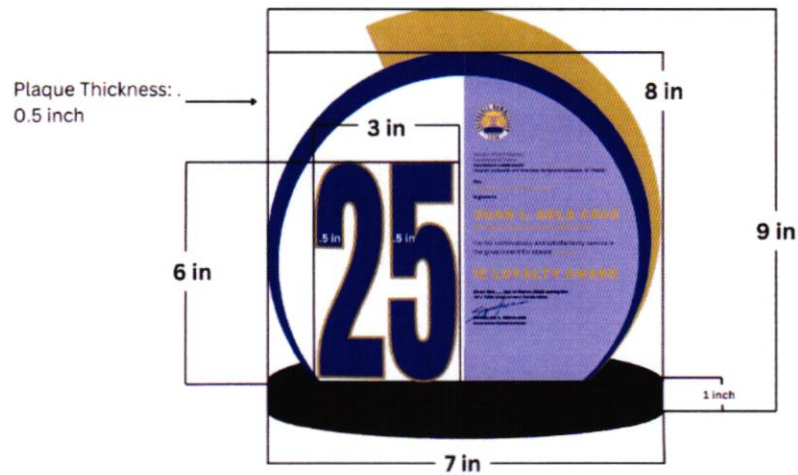
A. 10 Years in service



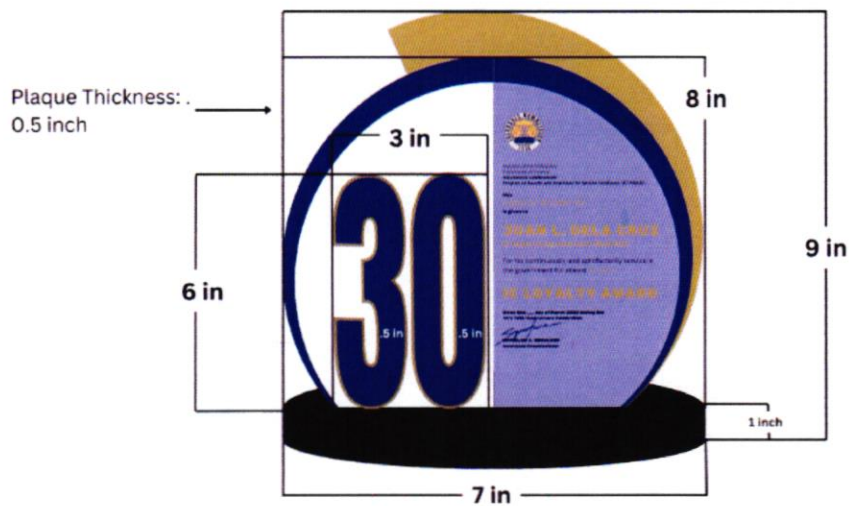
B. 20 Years in Service



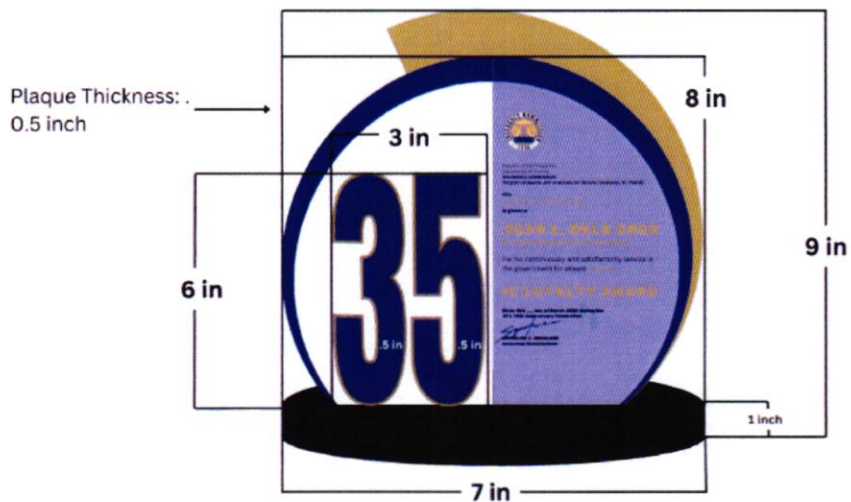
C. 25 Years in Service



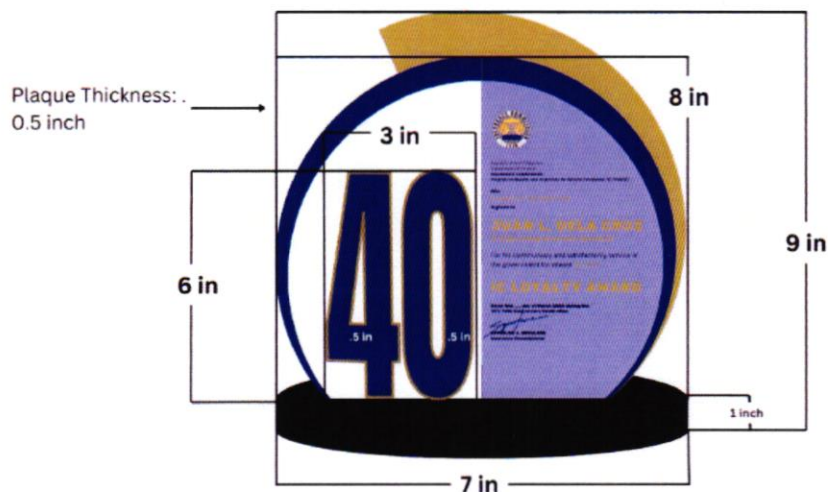
D. 30 Years in Service



E. 35 Years in Service



F. 40 Years in Service



II. TERMS OF PAYMENT

1. The price quotation shall not exceed the ABC of **One Hundred Thirty-Five Thousand Pesos (PHP135,000.00), 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 at least 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 (**ANNEX B: REPLY SLIP**) **must be typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. The **SEALED REPLY SLIP** shall be submitted to IC, together with the following requirements:
 - a. Certified true copy of the company's valid PhilGEPS Registration;
 - b. Certified true copy of Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (DCDA), whichever applicable;
 - c. Certified true copy of the latest Mayor's/Business Permit;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
 - e. Certified true copy of the Latest Income/Business Tax;

- f. Notarized Omnibus Sworn Statement (**ANNEX C: OMNIBUS SWORN STATEMENT**).
3. The duly accomplished and signed **REPLY SLIP**, including the requirements enumerated therein, **must be submitted and received by IC not later than 28 February 2025 at 2:00 PM** to the Human Resource Division through the following:
- Ms. Gayle Micahelle R. Mendoza, Contract of Services
gmr.mendoza@insurance.gov.ph
 - Mr. Leo C. Sebuc, IC Administrative Officer III
lc.sebuc@insurance.gov.ph
4. For verification/validation purposes, the original eligibility requirements of the bidder with the lowest calculated quotation may be required to be presented, as necessary.
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

6. 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 PhilGEPS.

7. Delivery of Goods

The supplier shall deliver the total number of plaques in the requested size and specifications.

8. 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.

9. Termination

- a. 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.

- b. 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.
- c. 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.

10. Miscellaneous


- a. 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.
- b. 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.
- c. 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.
- d. It is understood that all the relevant provisions of the RA No. 9184, otherwise known as the Government Procurement Reform Act, and its Updated 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.

11. Confidentiality of Data and Information

- a. All data, documents, records (collectively "Information") which may be disclosed to or accessed by the Supplier for purposes of delivering the Goods are considered confidential and shall remain the sole property of the IC. The Supplier shall prevent the unauthorized transfer, disclosure, or use of the Information by any of its officers, employees, or representatives, to any third person or entity.
- b. Upon delivery of Goods, the Supplier shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

12. Warranty Terms

The Supplier shall immediately replace any/all which are not compliant with the requirements and descriptions or with damaged goods delivered or before the acceptance of IC within five (5) days after notice.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

Use company letterhead

ANNEX B: REPLY SLIP

Name of Supplier : _____
Address : _____

Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____
Contact Number : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Insurance Commission Program on Awards and Incentives for Service Excellence (IC PRAISE) Plaques of Recognition for CY 2024**, 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>
IC PRAISE INTERNAL AWARDS Career and Self-Development Award IC Achiever Award Perfect Attendance Award Perfect Attendance - Flag Raising Ceremony Hall of Fame Total : 58 pieces	7 pieces 4 pieces 12 pieces 31 pieces 4 pieces		
IC LOYALTY AWARDEES: 10 years in service 20 years in service 25 years in service 30 years in service 35 years in service 40 years in service Total : 25 pieces	13 pieces 1 piece 3 pieces 3 pieces 4 pieces 1 piece		

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
Note: Total cost should not exceed the Approved Budget of the Contract (ABC) of One Hundred Thirty-Five Thousand Pesos (PHP135,000.00), inclusive of applicable charges and taxes.			

In compliance with the Terms of Reference (TOR), the following are enclosed:

- a. Certified true copy of the company's valid PhilGEPS Registration;
- b. Certified true copy of the latest Mayor's/Business Permit;
- c. Certified true copy of the Latest Income/Business Tax;
- d. Notarized Omnibus Sworn Statement; and

Signature Over Printed Name of Supplier/
Authorized Representative
Position: _____
Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 _____, 2025 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]