



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



## REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers to submit their lowest price quotation on the items listed below, subject to the provisions of Terms of Reference (TOR):


<b>NAME OF PROJECT</b>	Repair and Maintenance of IC Facilities
<b>REFERENCE NO./PR NO.</b>	2025-02-109
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<b>MODE OF PROCUREMENT</b>	Small Value Procurement (Sec. 34.1, <i>The Implementing Rules and Regulations of R.A. No. 12009 or The New Government Procurement Act</i> )
<b>APPROVED BUDGET FOR CONTRACT (ABC)</b>	One Million One Hundred Fifty-Five Thousand Two Hundred Two Pesos and 37/100 (PHP1,155,202.37), <i>inclusive of VAT and other charges</i>
<b>DELIVERY &amp; INSTALLATION PERIOD</b>	Must be completed within Sixty (60) calendar days upon receipt of Notice to Proceed (NTP)
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION/S</b>	<b>04 March 2025, 12:00NN</b>

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 12:00NN, 04 March 2025**, to the Administrative Division – General Services Section through the following:

Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer  
Mr. Rey M. Gannaban, IC Administrative Aide II  
Mr. Joshua L. Biasca, IC Administrative Aide I

Office Address : Administrative Division, 2<sup>nd</sup> Floor IC Main Office Building,  
1071 United Nations Avenue, Manila

Telephone No.s : 85238461 to 70 local 120; 85243548  
Mobile No.s : 09163998399 / 09175312298 / 0994-3017852

  
**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manager  
Administrative Division

Manila, 26 Febraury 2025

## TERMS OF REFERENCE

### Repair and Maintenance of IC Facilities

#### I. SCOPE

1. The Supplier/Bidder shall bid for the entire lot which shall include all items enumerated below and should not exceed the Approved Budget for the Contract (ABC) of One Million One Hundred Fifty-Five Thousand Two Hundred Two Pesos and 37/100 (Php1,155,202.37).

Quantity	Unit	Item Description & Specifications
1	Lot	Mobilization/Demobilization
		<b>Materials for Plumbing Works</b>
21	Pcs	Water Closet Manual Lever type/Push button
21	Pcs	Bidet Stainless Steel
21	Pcs	2 Way Angle Valve
250	Pcs	60cm x 60cm Ceramics Floor Tiles (the color is subject to approval prior to installation)
40	Bags	Tile Adhesive
15	Bags	Tile Grout
2.5	Tin	Water Proofing
1	Lot	Sanitary Lines and Water Lines Rough-ins
		<b>Labor and Miscellaneous Works</b>
1	Lot	Removal, Replacement and Repainting of affected Ceiling
1	Lot	Removal of Existing Water Closet and Tiles
1	Lot	Occupational Health and Safety
		Testing and Commissioning
		Taxes, Duties and/or other Levies Payable

2. The Contractor shall warrant all installed materials/items for the period of **one (1) year** from project acceptance by the Procuring Entity/End user. The Contractor shall likewise be responsible for the repair of any defects that occur during the warranty period.

#### II. TERMS OF QUOTATION

1. The price quotation, to be denominated in Philippine peso, should not exceed the ABC of One Million One Hundred Fifty-Five Thousand Two Hundred Two Pesos and 37/100 (Php1,155,202.37) inclusive of all applicable taxes and other 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 sixty (60) 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 acceptance circumstances.

### III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.**
2. **Copy of the supplier's/bidder's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the Reply Slip/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, 04 March 2025** to the Administrative Division – General Services Section through the following:

Mr. Crisostomo O. Ferrer, IC Administrative Officer III

[co.ferrer@insurance.gov.ph](mailto:co.ferrer@insurance.gov.ph)

Mr. Rey M. Gannaban, IC Administrative Aide II

[rm.gannaban@insurance.gov.ph](mailto:rm.gannaban@insurance.gov.ph)

Mr. Joshua L. Biasca

[jl.biasca@insurance.gov.ph](mailto:jl.biasca@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 and 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);
  - e. Latest Income/Business Tax Returns (ITR);
  - f. PCAB License of at least category Trade/E; and
  - g. Proof of similar services to other government agencies within two (2) years immediately preceding the submission of quotation.
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 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.**

#### **IV. SPECIAL CONDITIONS**

##### ***Qualifications of the Supplier***

1. The supplier/bidder must be a holder of valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.
2. The supplier/bidder **must have at least a Registered Civil Engineer or Architect. A copy of the valid license card must be submitted to the Administrative Division prior to implementation of the project.**
3. All prospective suppliers/bidders, prior to submitting their respective quotations, are required to inspect and examine the site and surroundings of the Proposed Project, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed on **28 February 2025 and 03 March 2025 at 9:00 AM until 3:00 PM**. Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For this purpose, each prospective supplier/bidder **shall submit a Site Inspection Certificate (template attached) issued by the Procuring Entity, which shall constitute part of the documentary requirement.**

##### ***Delivery of Services***

4. **The supplier shall complete the delivery of all goods and services involved at the IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila, including testing and commissioning, within Sixty (60) calendar days upon receipt of the Notice to Proceed (NTP).**

##### ***Limitation of Liability***

5. 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***

6. The agreement between the IC 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.
7. 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 to do so.

8. 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 to continue in force on or after such termination.

**Miscellaneous**

9. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
10. 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.
11. 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.
12. It is understood that all the relevant provisions of the Republic Act No. 12009, otherwise known as the Government Procurement Reform Act, and its The Implementing Rules and Regulation (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manager +  
Administrative Division





## REPLY SLIP

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

After having carefully read and accepted the conditions in the Terms of Reference (TOR) for the **Repair and Maintenance of IC Facilities**, (P.R. No. 2025-02-109), I/We quote you on the items at prices noted below:

Quantity	Unit	Item Description & Specifications	Unit Cost	Amount
1	Lot	Mobilization/Demobilization		
		<b>Materials for Plumbing Works</b>		
21	Pcs	Water Closet Manual Lever/Push button type		
21	Pcs	Bidet Stainless Steel		
21	Pcs	2 Way Angle Valve		
250	Pcs	60cm x 60cm Ceramics Floor Tiles (the color is subject to approval prior to installation)		
40	Bags	Tile Adhesive		
15	Bags	Tile Grout		
2.5	Tin	Water Proofing		
1	Lot	Sanitary Lines and Water Lines Rough-ins		
		<b>Labor and Miscellaneous Works</b>		
1	Lot	Removal, Replacement and Repainting of affected Ceiling		
1	Lot	Removal of Existing Water Closet and Tiles		
1	Lot	Occupational Health and Safety Testing and Commissioning		
		Taxes, Duties and/or other Levies Payable		
<b>Total amount of Bid</b>				
Note: Total cost should not exceed the ABC in the amount of One Million One Hundred Fifty-Five Thousand Two Hundred Two Pesos and 37/100 (Php1,155,202.37) inclusive of 12% VAT and all other applicable taxes and charges.				

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);  
and
2. Certificate of Site Inspection (using prescribed template/format).

**Certified true copies of the following documents are likewise enclosed:**

- 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);
- e. Latest Income/Business Tax Returns (ITR);
- f. PCAB License of at least category Trade/E; And
- g. Proof of similar services to other government agencies within two (2) years immediately preceding the submission of quotation.

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_





## CERTIFICATE OF SITE INSPECTION

This is to certify that the \_\_\_\_\_ has conducted an ocular or site inspection on \_\_\_\_ **March 2025**, relative to the requirement of the project hereunder specified:

<b>NAME OF PROJECT</b>	Repair and Maintenance of IC Facilities
<b>PURCHASE REQUEST/ REF. NO.</b>	2025-02-109
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<b>MODE OF PROCUREMENT</b>	Small Value Procurement (Sec. 34.1, <i>The Implementing Rules and Regulations of R.A. No. 12009 or The New Government Procurement Act (NGPA)</i> )
<b>APPROVED BUDGET FOR THE CONTRACT</b>	One Million One Hundred Fifty-Five Thousand Two Hundred Two Pesos and 37/100 (PHP1,155,202.37), <i>inclusive of VAT and other charges</i>
<b>IMPLEMENTING OFFICE</b>	IC Administrative Division

Issued this \_\_\_\_ March 2025.

**ATTY. ALBERT LAWRENCE A. VINZON**  
IC Division Manger  
Administrative Division



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

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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]*