



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
Cebu District Office  
Third Floor,  
Lexmark Plaza 3, Samar Loop corner  
Panay Road, Cebu Business Park,  
Cebu City, Cebu 6000



## REQUEST FOR QUOTATION

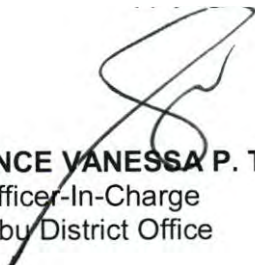
The Insurance Commission (IC) invites all interested PhilGEPS registered suppliers to participate and submit their quotation for the (i) **Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems;** (ii) **Installation of floor to ceiling and modular partitions, tables, chairs, and accessories in the IC Cebu District Office,** subject to the conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	(i) <b>Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems.</b> (ii) <b>Installation of floor to ceiling and modular partitions, tables, chairs, and accessories.</b>  <b>(REBIDDING)</b>
<b>REFERENCE NO. / PR NO.</b>	P. R. No. 2025 – 02 - 093
<b>LOCATION</b>	IC Cebu District Office, Third Floor, Lexmark Plaza 3, Samar Loop corner Panay Road, Cebu Business Park, Cebu City, Cebu 6000
<b>MODE OF PROCUREMENT</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9, Revised Implementing Rules, and Regulations of R.A. No. 9184)
<b>APPROVED BUDGET FOR CONTRACT (ABC)</b>	<b>Four Hundred Thousand Pesos (PHP 400,000.00),</b> <b><i>inclusive of applicable charges and taxes</i></b>
<b>DELIVERY OF SERVICE</b>	Must be completed within <b>THIRTY (30) CALENDAR DAYS</b> upon receipt of Notice to Proceed (NTP)
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION/S</b>	<b>12 March 2025, 12:00 NN</b>

The duly accomplished, signed, and sealed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted not later than 12:00 NN, 12 March 2025** to the IC Cebu District Office through the following:

Contact Persons : **MR. RENATO ALLEGO JR.,**  
IC Senior Insurance Specialist  
[rm.allegojr@insurance.gov.ph](mailto:rm.allegojr@insurance.gov.ph) /  
[iccebu@insurance.gov.ph](mailto:iccebu@insurance.gov.ph)  
Mobile No.: 09165141074

Office Address : **IC Cebu District Office, Third Floor,**  
**Lexmark Plaza 3, Samar Loop corner Panay Road,**  
**Cebu Business Park, Cebu City, Cebu 6000**



**ATTY. TERENCE VANESSA P. TOMOL**  
Officer-In-Charge  
Cebu District Office

## TERMS OF REFERENCE

- I. Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems
  - II. Installation of floor to ceiling and modular partitions, table, chairs, and accessories
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### I. SCOPE OF WORK

1. The prospective 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 Four Hundred Thousand Pesos (PHP 400,000.00).**

Item No.	Item and Description	Quantity and Unit
I.	<b>Scope Overview</b>	
	1. The Scope of Work includes but is not limited to the Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems; and Installation of floor to ceiling and modular partitions, tables, chairs, and accessories in the IC Cebu District Office <sup>1</sup> ,	
	2. Installation of floor to ceiling partition to be used as examination room.	
	3. Installation of existing modular partitions, tables, and chairs as individual workstations for IC personnel and for the examination room.	
	4. Supply, Delivery and Installation of electrical wirings including provision for lighting fixtures and end to end data structured cabling system.	
	5. All works shall be in accordance with the governing codes and regulations of the latest edition of the Philippine Electrical Code, with the rules and regulations of the National and Local Authorities concerned in enforcement of electrical laws and ordinance and with the-	

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<sup>1</sup> Attached as Annex A is the layout of the proposed works for the IC-CDO

Item No.	Item and Description	Quantity and Unit																																							
	rules and regulation of the utility companies concerned.																																								
	6. All network cables shall properly terminate, tag, document, and test using cable tester to obtain accurate results. Labelling should be in the patch panel, switch ports and faceplates.																																								
	7. Testing and commissioning of all installed Electrical and cabling system																																								
	8. Correction of defects shall be completed within the implementation schedule.																																								
	9. Prepare and submit As-built plans for electrical and network cables and complete working drawings with blueprints for permit and construction purposes.																																								
	<table> <tr> <th>Item Description</th><th>Quantity</th><th>Unit</th></tr> <tr> <td>4X4 PVC Junction Box</td><td>49</td><td>pcs</td></tr> <tr> <td>AWG #10 Cable, Single Core, THHN, Black</td><td>438</td><td>meters</td></tr> <tr> <td>AWG #12 Cable, Single Core, THHN, Black</td><td>145</td><td>meters</td></tr> <tr> <td>AWG #12 Cable, Single Core, THHN, Green</td><td>221</td><td>meters</td></tr> <tr> <td>CABE DUCT 60MM X 40MM</td><td>1</td><td>length</td></tr> <tr> <td>OM OFFICE AND HEARING ROOM</td><td>58</td><td>meters</td></tr> <tr> <td>Electrical Tape Plastic</td><td>8</td><td>rolls</td></tr> <tr> <td>ROOM UNDER CIRCUIT 1 (8 UNITS)</td><td>128</td><td>meters</td></tr> <tr> <td>EXAMINATION ROOM UNDER CIRCUIT 2 (8 UNITS)</td><td>168</td><td>meters</td></tr> <tr> <td>EXAMINATION ROOM UNDER CIRCUIT 3 (8 UNITS)</td><td>184</td><td>meters</td></tr> <tr> <td>Flush Mount Convenience Outlet, Two Gang with Ground</td><td>50</td><td>units</td></tr> <tr> <td>FLUSH MOUNT SWITCH, 1 GANG</td><td>1</td><td>unit</td></tr> </table>	Item Description	Quantity	Unit	4X4 PVC Junction Box	49	pcs	AWG #10 Cable, Single Core, THHN, Black	438	meters	AWG #12 Cable, Single Core, THHN, Black	145	meters	AWG #12 Cable, Single Core, THHN, Green	221	meters	CABE DUCT 60MM X 40MM	1	length	OM OFFICE AND HEARING ROOM	58	meters	Electrical Tape Plastic	8	rolls	ROOM UNDER CIRCUIT 1 (8 UNITS)	128	meters	EXAMINATION ROOM UNDER CIRCUIT 2 (8 UNITS)	168	meters	EXAMINATION ROOM UNDER CIRCUIT 3 (8 UNITS)	184	meters	Flush Mount Convenience Outlet, Two Gang with Ground	50	units	FLUSH MOUNT SWITCH, 1 GANG	1	unit	
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Item No.	Item and Description			Quantity and Unit
	FLUSH MOUNT SWITCH, 3 GANG	2	units	
	HALLWAY UNDER CIRCUIT 4 (9 UNITS)	291	units	
	PVC Flexible Hose 1/2	294	meters	
	Tox with screw	50		
	<b>Warranty :</b>			
	1. Bidder should provide a one (1) year warranty against defects in local materials or workmanship. The warranty covers repairing or replacing any defective parts including onsite labor			
	2. Provide all the components needed to complete the setup and connections.			
	3. Provision for construction bond and Contractor's All- risk insurance as may be required by the Lessor.			

## II. MODE OF PROCUREMENT

1. 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.

## III. TERMS OF QUOTATION

1. The price quotation, to be denominated in Philippine peso, should not exceed the ABC, inclusive of costs for mobilization/demobilization, safety and supervision, and all applicable taxes fees 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 thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of the 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 more than the ABC shall be automatically disqualified during bid evaluation.

#### IV. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.**
2. **A Certified True 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, 12 March 2025** to the IC Cebu District Office through the following:

**Mr. RENATO ALLEGO, JR.**, IC Senior Insurance Specialist  
IC Cebu District Office, Third Floor, Lexmark Plaza 3,  
Samar Loop corner Panay Road, Cebu Business Park,  
Cebu City, Cebu 6000

4. For verification/validation purposes, the bidder with the lowest calculated quotation shall be subject to post-qualification and required to present the original copy of the documentary requirements enumerated in the Reply Slip:
  - a. Valid PhilGEPS Registration 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; and
  - g. Omnibus Sworn Statement.
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.

## V. SPECIAL CONDITIONS

### Qualifications and Responsibilities of the Supplier

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.
2. 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 **10 to 11 March 2025 from 10:00 AM to 11:00 AM ONLY**. Any costs incurred during the site inspection shall be in the prospective supplier/bidder's account. 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.
3. The supplier shall proceed to perform the scope of work at IC Cebu District Office within Fifteen (15) calendar days upon receipt of Notice to Proceed (NTP).
4. The Contractor shall undertake all the contingencies and other necessary works to complete the project. The bid tendered shall be deemed complete in all aspects of the work.
5. The electrical system materials and labor supplied shall be guaranteed free from defects in materials and workmanship for one (1) year from the date of acceptance by the IC Cebu District Office. The warranty covers repairing or replacing any defective parts, including on-site labor.

### Delivery of Services

1. The supplier shall complete the project, including testing and commissioning works, within **THIRTY (30) CALENDAR DAYS** upon receipt of the Notice to Proceed (NTP). The said duration includes the submission of detailed report and recommendation to the IC Cebu District Office/end-user.

## Limitation of Liability

1. 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

1. 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.
2. 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.
3. 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

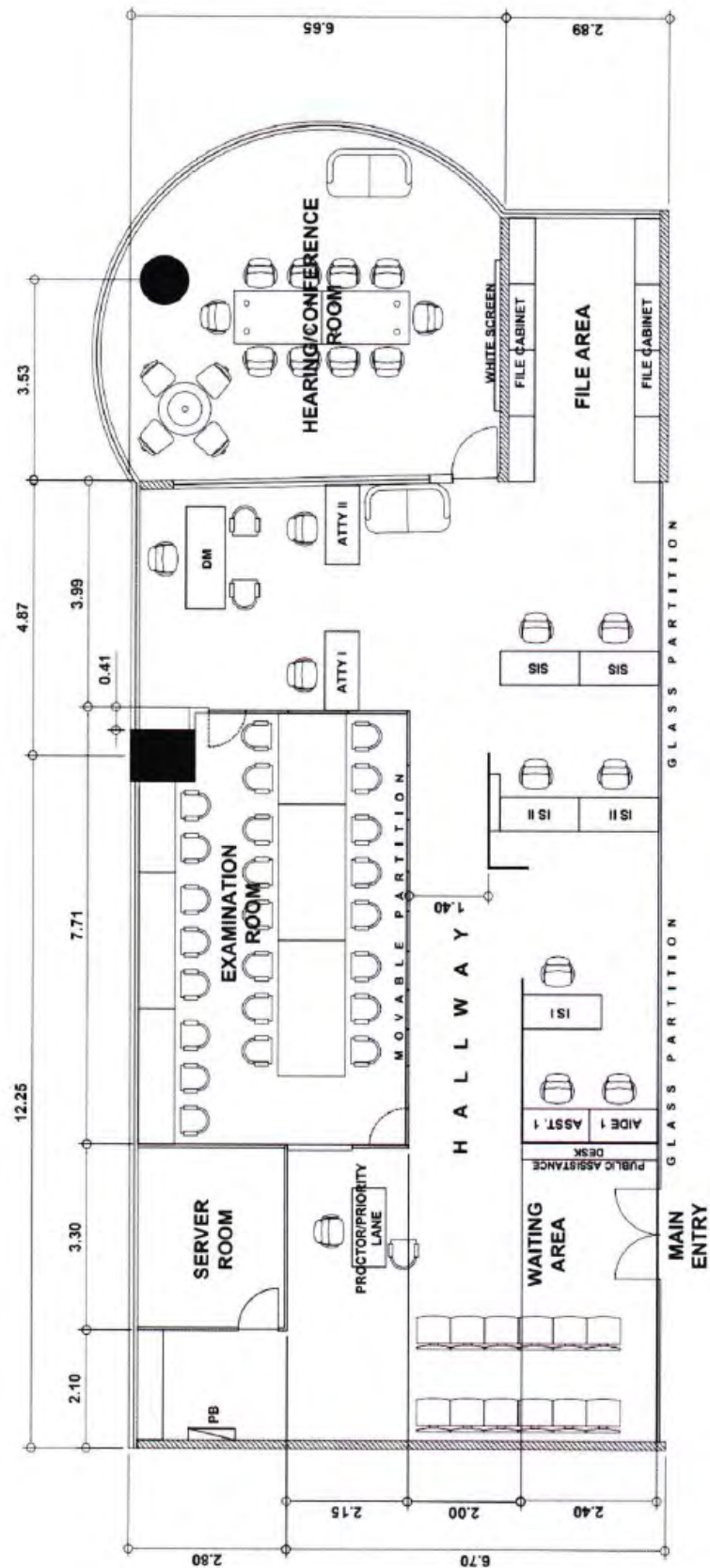
1. The failure of either party to enforce its rights based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
2. If any part, term, or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
3. 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.

4. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulation (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

  
**ATTY. TERENCE VANESSA P. TOMOL**  
Officer-In-Charge  
Cebu District Office

## ANNEX A - Proposed Office Layout





Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
Cebu District Office

Third Floor,  
Lexmark Plaza 3, Samar Loop corner  
Panay Road, Cebu Business Park,  
Cebu City, Cebu 6000



**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) of (i) **Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems.** (ii) **Installation of floor to ceiling and modular partitions, tables, chairs, and accessories (Rebidding)**, I/we quote you on the item at prices noted below:

DESCRIPTION	QUANTITY MEASURE	UNIT PRICE	TOTAL COST
(i) Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems. (ii) Installation of floor to ceiling and modular partitions, tables, chairs, and accessories. (Rebidding)	1 Lot		
<b>Total Amount in Words:</b>			
<b>Note:</b> Total cost should not exceed Approved Budget of the Contract (ABC) of <b>Four Hundred Thousand Pesos (PHP 400,000.00)</b> , inclusive of applicable charges and taxes			

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:**

1. Valid PhilGEPS Registration 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);
5. Latest Income/Business Tax Returns (ITR);
6. PCAB License; and
7. Omnibus Sworn Statement.

Signature Over Printed Name of Supplier/  
Authorized Representative

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

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



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



## 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>	(i) Supply, delivery and installation and labor costs for electrical works and end to end data structured cabling systems. (ii) Installation of floor to ceiling and modular partitions, tables, chairs, and accessories. (Rebidding)
<b>PURCHASE REQUEST/ REF. NO.</b>	2025-02-093
<b>LOCATION</b>	IC Cebu District Office, Third Floor, Lexmark Plaza 3, Samar Loop corner Panay Road, Cebu Business Park, Cebu City, Cebu 6000
<b>MODE OF PROCUREMENT</b>	<u>Negotiated Procurement – Small Value Procurement</u> (Sec. 53.9, Revised Implementing Rules, and Regulations of R.A. No. 9184)
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Four Hundred Thousand Pesos (PHP 400,000.00), inclusive of applicable charges and taxes
<b>IMPLEMENTING OFFICE</b>	IC Cebu District Office

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

**ATTY. TERENCE VANESSA P. TOMOL**  
Officer-In-Charge  
IC Cebu District Office

**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 the Notarial Practice]*