



## REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their sealed quotations for the **Supply, Delivery, and Installation of Brand-New Mobile File Compactor at the Insurance Commission (IC) – Records Section**, subject to the conditions stated in the Terms of Reference.

NAME OF PROJECT	Supply, Delivery, and Installation of Brand-New Mobile File Compactor at the Insurance Commission (IC) – Records Section
PURCHASE REQUEST REF. NO.	2025-03-190
LOCATION	Insurance Commission Building, 1071 United Nations, Avenue, Ermita, Manila
MODE OF PROCUREMENT	Small Value Procurement (Section 34 of R.A. 12009 or New Government Procurement Act)
APPROVED BUDGET FOR THE CONTRACT	<i>Two Million Pesos Only (Php2,000,000.00) inclusive of applicable charges and taxes</i>
DEADLINE OF SUBMISSION OF QUOTATIONS	23 April 2025 / 12:00 NN

The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 12:00 NN, 23 April 2025** through the following:

**Contact persons:** Ms. Kim Alexis E. Figueroa, IC Administrative Officer III  
[kae.figueroa@insurance.gov.ph](mailto:kae.figueroa@insurance.gov.ph)

Mr. Edmar D.J. Ignacio, IC Administrative Officer II  
[edji@insurance.gov.ph](mailto:edji@insurance.gov.ph)

**Office Address:** Second Floor, Insurance Commission Bldg.  
1071 United Nations Ave., Ermita, Manila

**Telephone Nos.:** (02) 8523-8461 local 167 or 123

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

## TERMS OF REFERENCE

### SUPPLY, DELIVERY AND INSTALLATION OF BRAND-NEW MOBILE FILE COMPACTOR AT THE INSURANCE COMMISSION – RECORDS SECTION

(P.R. No. 2025-03-190)

#### I. SCOPE OF WORKS

1. The prospective supplier/bidder shall bid for the **Supply, Delivery and Installation of Brand-New Mobile File Compactor at the Insurance Commission (IC) – Records Section as one (1) lot**. The Insurance Commission (IC) invites the services of a qualified contractor/supplier for the Supply, Delivery and Installation of Mobile File Compactor for the following:

#### MINIMUM AND ESSENTIAL WORK SPECIFICATIONS

##### GENERAL WORK REQUIREMENTS

1. To supply, deliver, install and commission brand-new mobile file compactor at the Insurance Commission (IC) - Records Section, Administrative Division.
2. To install the file compactor based on the equitable/ uniform space allocation in the designated area.
3. The supplier must diligently conduct inspection/assessment of the area, and prepare its own layout, design and specifications for the actual mobile file compactor being proposed for installation. **The layout, design and specifications must be attached in the quotation.**
4. The prospective supplier is advised to conduct ocular inspection to diligently come up with the assessment of the actual location, floor area, exact measurements, and such other critical factors, to ensure feasibility of the installation and commissioning;
5. The supplier must be able to provide assessment and written recommendation, upon inspection of the installation area, concerning the need for improvement/preparations such as floor levelling, dismantling and/or relocation of existing materials, structures, wirings, cabling, conduits, and devices which may hamper or hinder the installation and operation of the mobile file compactor. **The assessment and recommendation must be attached in the quotation.**
6. The prospective bidder/s shall submit their initial technical floor lay-out design and the 3-dimensional presentation of the proposed office lay-out design without owner's copyright and subject for alterations/revisions by the IC.

##### INSTALLATION

1. Installation must be facilitated with utmost care using necessary equipment to ensure safety of personnel and properties;



2.	Materials, equipment and accessories to be supplied must be brand new and free from defects;
3.	The Supplier shall provide all necessary Personal Protective Equipment (PPE) for all its workers/staff, such as, but not limited to appropriate gear, safety shoes, hardhats, vests, and the like;
4.	The supplier including all its personnel shall abide by prevailing health and safety protocols being implemented by IC and the government in general;
5.	The Supplier shall provide experienced and qualified manpower, tools and equipment which are capable of producing the quality and quantity of work and materials required to complete the project;
6.	The Supplier shall be required to submit advance information about its personnel and equipment which are necessary in the implementation of the project;
7.	Conduct of construction and related activities at the IC premises shall be limited to office hours only, unless otherwise allowed under meritorious conditions, subject to filing of a request by service provider/supplier one (1) working day prior to the said scheduled activities;
8.	The Supplier shall ensure that the office spaces or workspaces immediately beside or next to the installation or work area, including office property and equipment, furniture, and fixtures, are protected from debris, dust and/or any particles/materials that may originate from installation works;
9.	The Supplier shall also conduct general cleaning after work, and shall be liable for any and all accidents, losses and/or damage resulting from inappropriate construction methodologies.

#### **SUPPORT SERVICE REQUIREMENTS**

1.	It is essential that the Supplier maintain a local parts and services facility. The supplier must carry sufficient inventory to cover parts and services within twenty-four (24) hours;
2.	The supplier shall have factory trained service representatives to furnish all installations, test, and start-up supervision necessary for final approval and acceptance as well as perform maintenance and repairs on all components as required.

#### **WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS**

1.	Equipment shall be guaranteed against defective parts or workmanship under the terms of the manufacturers and dealer's standard warranty for a period of <b>One (1) year</b> and shall cover full parts and labor.
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#### ***Minimum Specifications of Brand-New Mobile File Compactor at Records Section (Components)***

1	<b>4 Bays per Unit, 6 Adjustable Shelves, 7 Compartments, 6 Racks</b>
2	<b>Dimension</b>
	5 units – 2560mmH x 3749mmW x 900mmD – Double Face Movable
	1 unit – 2560mmH x 3740mmW x 440mmD – Single Face Fixed



<b>Other Specifications:</b>	
1	Each Tier can load 80-100kgs.
2	All Steel, Heavy Duty Cold-rolled Steel Sheet for Front Plate Heavy Duty Black Iron/ Hot Rolled Sheet for Mobile Carriage/ Base and Railings
3	Has undergone phosphating treatment and acid washing before subjecting to advanced electrostatic spray coating technology, which produces a consistent, smooth finish, durable coating and with Anti-Rust protection.
4	Front Plate – Gauge #20 (0.9mm thick), Heavy Duty Cold Rolled Sheet
5	Mobile Carriage – Gauge #14 (2.0mm thick), Heavy Duty Black Iron/ Hot Rolled Sheet. In C-channel form with special designed roller bearing in flange solid rod steel, synchronized all wheels
6	Body and Shelves – Gauge #20 (0.9mm thick), Heavy Duty Cold Rolled Sheet
7	Inner track – Made of tool steel, bolted assembly
8	Wheel assembly – Mechanically driven by wheel sprocket, industry quality wheels
9	Drive axle 25mm diameter ½ inch pitch. Solid rod steel bearing-flange type, driven by motorcycle chain in casted iron wheel 130mm diameter.
10	Equipped with in track anti-tilt mechanism
11	Central Locking Mechanism with built-in safety locks designed to safeguard users from being accidentally trapped in aisles
12	Steering wheel combination in metal steel and polypropylene hard plastic
13	Heavy duty iron casting wheels with anti-rust zinc coating
14	Close type front panel that avoids dust
15	Platform with adjustable foot caps
16	Minimum Specifications and Service Included: Delivery, Bay Configuration, Floor Drilling and Rail Installations and Bay Installation and Commissioning.

## II. TERMS OF PAYMENT

1. The price quotation, in Philippine Peso denomination, should not exceed the Approved Budget for the Contract (ABC) of **Two Million Pesos Only (Php2,000,000.00)** 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 for a period of 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 **must be in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative/s.**
2. **A Certified True Copy of the suppliers/dealer'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, 23 April 2025**, to the Administrative Division through any of the following:

**Ms. Kim Alexis E. Figueroa, IC Administrative Officer III**

**Mr. Edmar D.J. Ignacio, IC Administrative Officer II**

4. For verification/validation purposes, the bidder with the lowest calculated bid/ 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 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); and
  - e. Latest Income/Business Tax Return (ITR).
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**

##### ***Qualification 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. The supplier/bidder must have business experience similar to the project to be implemented. Additional proof of business experience may be obtained by the IC during the post-qualification.
3. All prospective suppliers/bidders, prior to submitting their respective bids, are required to inspect and examine the site and surroundings involved in the Project, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed until **15 April 2025, from 09:00 A.M. until 03:00 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 schedule of delivery and installation should be completed within **Sixty (60) working days** from the receipt of Notice to Proceed (NTP).

##### ***Penalties***

5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.

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

6. 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 Terms of Reference

(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**

7. The agreement between the Insurance Commission and the Supplier shall take into effect upon its approval by the former and acceptance by the latter and shall continue until the completion date and/or exhaustion of the total amount stipulated by the contracting parties, whichever comes earlier, unless otherwise sooner terminated or extended for valid cause.
8. Either Party may terminate the agreement upon notice in writing, if the other is in breach of any material obligation contained in this Terms of Reference (TOR), which is not remedied (if it is capable of being remedied) within thirty (30) days from written notice from the other Party.
9. 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 that is expressly or by implication intended to come into or continue in force on or after such termination.

### **Miscellaneous**

10. The failure of either party to enforce its rights based on the agreement under this Terms of Reference (TOR) at any time for any period shall not be construed as a waiver of such rights.
11. 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.
12. 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 seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
13. It is understood that all the relevant provisions of the Republic Act No. 12009 (New Government Procurement Reform Act) shall apply, govern, and complement the agreement arrived at under this Terms of Reference (TOR).



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



### REPLY SLIP

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

After having carefully read and accepted the provisions under the Terms of Reference (TOR) for the **Supply, Delivery, and Installation of Brand-New Mobile File Compactor at the Insurance Commission (IC) – Records Section (P.R. No. 2025-03-190)**. I/we quote you on the item at prices noted below:

Lot No.	Qty/Unit	Item/Description	Unit Price (Php)	Total Price (Php)
1	lot	Supply, Delivery, and Installation of Brand-New Mobile File Compactor at the Insurance Commission (IC) – Records Section		
<b>TOTAL AMOUNT:</b>				
<b>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of Two Million Pesos (Php2,000,000.00), inclusive of all applicable taxes, fees, and other charges.</b>				

In compliance with the Terms and Conditions, the original copy of the **Notarized Omnibus Sworn Statement** (using prescribed template/format), is enclosed together with the **Reply Slip**.

**Certified true 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 and 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; and
4. BIR Registration Certificate and Latest Income/Business Tax Return (ITR).

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative and Position

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



**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]*