



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



## REQUEST FOR QUOTATION

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

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the Supply and Delivery of Caps for ICEWA's 25<sup>th</sup> Founding Anniversary, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Supply and Delivery of Caps for the 25 <sup>th</sup> Founding Anniversary of ICEWA
<b>REFERENCE NO./PR NO.</b>	2017-03-131
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Php 203,465.50 inclusive of 12%VAT
<b>DELIVERY PERIOD</b>	On or before 11 April 2017
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	3 April 2017, 12:00 NN

The open quotation may be submitted personally, through mail or email not later than **12:00 NN, 3 April 2017** to the Regulation Enforcement and Prosecution Division to the contact information below:

**Contact person:** Ms. Grace Christy A. Domingo, ICEWA Board of Director  
**Office Address :** Ground Floor., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** 523-8462 to 70 loc. 115  
**E-mail:** [gca.domingo@insurance.gov.ph](mailto:gca.domingo@insurance.gov.ph)

  
**EDNA G. BERNALES**  
ICEWA, President

## **TERMS OF REFERENCE**

### **I. Project**

Supply and Delivery of Caps for the 25<sup>th</sup> Founding Anniversary of ICEWA.

### **II. Specific Requirements**

The supplier should be able to supply and deliver Caps minimum of 235 with the following specifications:

1. Navy Blue Snap Back Cap
2. Delivery of Caps should be on or before 11 April 2017
3. Price quotation/s to be denominated in the Philippine peso and should be inclusive of 12% VAT and all applicable taxes and charges

### **III. Documentation Requirements**

1. Proof of PhilGeps registration Number
2. Business Permit (Mayor's Permit)
3. Tax Registration/Business Tax Return

### **V. Approved Budget**

The approved Budget for the Contract (ABC) is Two Hundred Three Thousand Four Hundred Sixty Five Pesos ( Php 203,465.50) inclusive of 12% VAT. Proposal exceeding the ABC shall not be considered.

The Insurance Commission will not be responsible for any costs or expenses to be incurred by the company in connection with the preparation of the proposal.

  
**EDNA G. BERNALES**  
ICEWA, President