



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



### REQUEST FOR QUOTATION

The Insurance Commission invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms for Reference (TOR):

<b>NAME OF PROJECT</b>	Supply and Delivery of One (1) Piece Mini Conference Table ( SF 1174 Mahogany or its equivalent), One (1) Piece Executive High back Mesh Chair (Black), Four (4) Pieces Conference Mid back Chair (Black), One (1) Piece Executive Table (SF 1174 Mahogany or its equivalent) with side Table and Mobile Pedestal with Leatherette on the Top and Two (2) Pieces Visitors Mid back Chair with Armrest (Black)
<b>PURCHASE REQUEST/RIS/REF. NO.</b>	2017-03-100
<b>LOCATION</b>	IC BUILDING, 1071 United Nations Avenue Ermita, Manila
<b>APPROVED BUDGET FOR CONTRACT</b>	Eighty Six Thousand Nine Hundred Sixty Seven Pesos and 13/100 (Php86,967.13)
<b>DELIVERY PERIOD</b>	Twenty (20) to Twenty Five (25) working days upon receipt of P.O
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	22 March 2017

All entries in the quotation must be typewritten in company's letterhead, duly signed supplier/bidder or its duly authorized representative. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable. The quoted prices shall be considered fixed and subject to price escalation during contract implementation. Price validity must be for a period of thirty (30) days from submission.

The **open quotation** shall be submitted personally or by email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 22 March 2017, 12:00 noon.**

**For further inquiries/clarification, please coordinate with Ms. CRESCENCIA R. GATCHALIAN, IC Supervising Administrative Officer or Mr. REY M. GANNABAN, IC Administrative Aide I, Administrative Division – General Services Section at telephone Numbers 524-3548 and/or 523-8462 to 70 local 120. E-Mail: [cr.gatchalian@insurance.gov.ph](mailto:cr.gatchalian@insurance.gov.ph)/[rm.gannaban@insurance.gov.ph](mailto:rm.gannaban@insurance.gov.ph)**

  
**LORNA D. DE LEON**  
Division Manager  
Administrative Division

Manila, 16 March 2017

## TERMS OF REFERENCE

**Small Value Procurement for Supply and Delivery of One (1) Piece Mini Conference Table (SF 1174 Mahogany or its equivalent), One (1) Piece Executive High back Mesh Chair (Black), Four (4) Pieces Conference Mid back Chair (Black), One (1) Piece Executive Table (SF 1174 Mahogany or its equivalent) with side Table and Mobile Pedestal with Leatherette on the Top and Two (2) Pieces Visitors Mid back Chair with Armrest (Black)**

### I. SCOPE

1. The prospective supplier shall bid for supply and delivery of One (1) Piece Mini Conference Table (SF 1174 Mahogany or its equivalent), One (1) Piece Executive High back Mesh Chair (Black), Four (4) Pieces Conference Mid back Chair (Black), One (1) Piece Executive Table (SF 1174 Mahogany or its equivalent) with side Table and Mobile Pedestal with Leatherette on the Top and Two (2) Pieces Visitors Mid back Chair with Armrest (Black) for the Insurance Commission (IC) Office located at the Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manilla.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include all items enumerated below and should not exceed the Approved Budget for the Contract (ABC).

Item No.	Item and Description	Quantity and Unit	Total Cost
1.	Supply and Delivery of the following:		
A.	Mini Conference Table (SF 1174 Mahogany or its equivalent) Size: D120 x H75 Cm	1-Pc	
B.	Executive High back Mesh Chair Backrest: Mesh/Net Seatrest: Customize Leatherette with Armrest (Black)	1-Pc	
C.	Conference Mid back Chair Backrest: Mesh/Net Seatrest: Fabric with Armrest-Chrome Leg (Black)	4-Pcs	
D.	Executive Table (SF 1174 Mahogany or its equivalent) with side Table and Mobile Pedestal with Leatherette on the Top	1-Pc	
E.	Size: 200W x 183D x 76H Cm Visitors Mid back Chair with Armrest-Mesh back/Fabric Seat Upholstered, Sled Base in Powder Coated Finish (Black)	2-Pcs	
2.	<b>Warranty Period</b>		

## **II. Terms of Payment**

3. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
5. Price validity must be a period of thirty (30) days from submission of quotation.
6. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

## **III. SPECIAL CONDITIONS**

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

7. The supplier/company should be duly registered with the PhilGEPS.
8. The supplier should be a holder of a valid business license from relevant government agencies.

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

9. The supplier shall deliver the items at the Administrative Division of the Insurance Commission Twenty (20) to Twenty Five (25) working days upon receipt of Purchase Order (P.O).

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

10. 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 or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the price.

### ***Termination***

11. 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.

12. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied
13. (if it is capable of being remedied) within fifteen (15) days of written notice from the other party so to do.
14. 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.

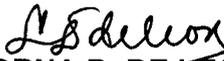
### **Miscellaneous**

15. 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.
16. 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.
17. 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.
18. It is understood that all the relevant provisions of the Republic Act No. 9184, other known as (Government Procurement Reform Act) and its Revised Implementing Rules and Regulation-A (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

### **IV. GENERAL CONDITIONS**

19. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
20. PhilGEPS Registration Number is required to be submitted along with the quotation.
21. The bidder *with the lowest calculated responsive bid* shall be required to present the original copies of the following documents for verification/validation:
  - a. Mayor's Business Permit;
  - b. Proof of PhilGEPS Registration Number; and
  - c. Income/Business Tax Return

22. 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.

  
~~LORNA D. DE LEÓN~~  
Division Manager  
Administrative Division

## REPLY SLIP

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

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Small Value Procurement for Office Furnitures**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
<b>Supply and Delivery of the following:</b> Mini Conference Table (SF 1174 Mahogany or its equivalent) Size: D120 x H75 Cm	1-Pc	
Executive High back Mesh Chair Backrest: Mesh/Net Seatrest: Customize Leatherette with Armrest (Black)	1-Pc	
Conference Mid back Chair Backrest: Mesh/Net Seatrest: Black Fabric with Armrest-Chrome Leg (Black)	4-Pcs	
Executive Table (SF 1174 Mahogany or its equivalent) with side Table and Mobile Pedestal with Leatherette on the Top Size: W200 x 183D x 76H Cm	1-Pc	
Visitors Mid back Chair with Armrest-Mesh back/Fabric Seat Upholstered, Sled Base in Powder Coated Finish (Black)	2-Pcs	
Note: 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

In compliance with the Terms of Reference, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration Number; and
- C. Income/Business Tax Return
- D. Omnibus Sworn Statement (Original Copy)

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

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

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