



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **Rental of Mobile Lights and Sounds System and LED Walls for the Insurance Commission** during the IC Strengthening Week 2020, subject to the attached Terms of Reference (TOR) stated herein, and submit their quotations duly signed by their representatives not later than **20 January 2020**:

Item and Description	Quantity and Unit	Approved Budget for the Contract
<p>Procurement of Transportation Services for the Insurance Commission (IC) Strengthening Week 2020 <i>Reference No. 2020-01-006</i></p> <ul style="list-style-type: none"> • Travel Date: 28 January 2020 • Travel Time: 6:00 AM and 6:00 PM • No. of Passengers: 45-49 persons/unit • Arrangement: <ul style="list-style-type: none"> ○ Four (4) units Day-Trip ○ One (1) unit Shuttling Service • Location: Philippine International Convention Center, PICC Complex, Roxas Boulevard Manila <p><i>Kindly refer to the Terms of Reference for detailed specifications.</i></p>	<p>5 Units</p>	<p>Eighty Thousand Pesos (PhP80,000.00)*</p> <p><i>*Inclusive of 12% VAT and all other applicable taxes and charges</i></p>

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number (02) 8523-8461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
 1071 United Nations Ave., Ermita, Manila

- ORIGINAL SIGNED -

EDWIN CORNELIUS A. LAUZ
 Chairperson
 Bids and Awards Committee

TERMS OF REFERENCE

Procurement of Transportation Services for the Insurance Commission (IC) Strengthening Week 2020

I. Scope of Service

A. ITINERARY

DATE and TIME	ORIGIN	DESTINATION
28 January 2020 (Tuesday) 6:00 AM	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila	PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex Roxas Boulevard Manila
28 January 2020 (Tuesday) 6:00 PM	PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex Roxas Boulevard Manila	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila

B. PASSENGERS AND VEHICLE TYPE

ITEMS	DESCRIPTION
No. of Vehicles	5 units
Capacity of each Vehicle	45 – 49 Passengers
Arrangement	Four (4) units Day-Trip and One (1) unit Shuttling Service
Bus Features	Fully air-conditioned Reclining comfort seats (No center/aisle/jump seats) Equipped with functional audio and video system
Inclusions	Driver's fee and Driver's meal Fuel Charges Parking Fees of PICC or within the Location/Area All required Insurance 12% VAT and all other applicable taxes and charges

II. Delivery Terms

The transportation services shall arrive at the Insurance Commission (pickup point) not later than **6:00 AM on 28 January 2020**.

III. Mode of Procurement

The mode shall be Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

The Transportation Service Provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

IV. Evaluation and Selection Criteria and Awarding of Contract

The bidder shall be required to submit **certified true photocopy** of the following documents:

1. Registration Certificate from Land Transportation Office (LTO)
2. Authority/License to Operate from Land Transportation Franchising and Regulatory Board (LTFRB)
3. Mayor's Permit/Business Permit
4. Latest Income Business Tax Return
5. Proof of PhilGEPS Registration
6. Notarized Omnibus Sworn Statement

Please note that the copies of the (a) **Driver's License** of the assigned bus driver and (b) the **OR/CR** of the actual bus to be used must be provided to Insurance Commission after the award.

The quoted price must be valid for **thirty (30) days** and should not be subject to change/increase during the implementation of the contract.

V. Payment Scheme

The payment for the service rendered shall be made upon issuance of billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to One Percent (1%) of the contract prices by the winning service provider.

The IC reserves the right to reject any or all Quotation/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.

- ORIGINAL SIGNED -
EDWIN CORNELIUS A. LAUZ
Head, Logistics Sub-Committee
IC Strengthening Week 2020

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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: I am 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2018 at _____, Philippines.

Bidder's Representative/Authorized Signatory