



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers to submit their lowest price quotation on the items listed below, subject to the provisions of attached Terms of Reference (TOR):

NAME OF PROJECT	Repair/Renovation of IC Main Lobby Glass Window
REFERENCE NO./PR NO.	2020-11-233
LOCATION	Insurance Commission Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT:	Negotiated Procurement - Small Value Procurement (<i>Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184</i>)
APPROVED BUDGET FOR CONTRACT (ABC)	Ninety-Five Thousand Eight Hundred Pesos (Php95,800.00); <i>The bid shall not exceed the ABC.</i>
DELIVERY PERIOD	Within 14 working days from receipt of Notice to Proceed
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>13</u> November 2020, 2:00 PM

The **QUOTATION** with the enclosed Reply Slip and other requirements must be submitted **not later than 2:00 PM, 13 November 2020** to the Administrative Division in the contact information below:

- Contact persons** : Mr. Rey M. Gannaban – IC Administrative Aide II
 Mr. Tranquilino E. Espejon – IC Supervising Administrative Officer
- Office Address** : Administrative Division, 2nd Floor Insurance Commission Main Office Building, 1071 United Nations Ave., Ermita, Manila
- Telephone Numbers** : 85238461 to 70 local 120/123; 85243548
- Email** : rm.gannaban@insurance.gov.ph;
 tranqspejon2015@gmail.com;
 te.espejon@insurance.gov.ph


REVELYN R. MOJICA
 IC Division Manger
 Administrative Division

Manila, 09 November 2020



TERMS OF REFERENCE

Repair/Renovation of Main IC Lobby Glass Window (P.R. No. 2020-11-233)

I. Scope

1. The supplier shall submit a best price quotation using attached Reply Slip for the **Repair/Renovation of IC Main Lobby Glass Window**.
2. The following dismantling works must be performed:
 - 2.1 Preparation of temporary cover as a protection to prevent rainwater and other weather borne elements from entering into the building;
 - 2.2 Installation of necessary equipment to ensure safety of personnel and properties including **scaffoldings**;
 - 2.3 Chipping and cutting works necessary in dismantling of old window **glass** and **grills**; and,
 - 2.4 Restoration of wall/window premises affected by the dismantling process to ensure good finish, ready for installation of new window frame and glass.

Scaffolding equipment may be provided by the IC, subject to availability.

3. Fabrication and installation and new glass window shall be subject to the following conditions:
 - 3.1 All materials must be brand new
 - 3.2 Glass panel enclosure should use tubular frame with 6mm clear tempered glass for awning windows and 10mm clear tempered glass for fixed windows
 - 3.3 Aluminum framing should be compliant with analok finish and fabricated with heavy duty mechanisms.
 - 3.4 Installation must be facilitated with utmost care using necessary equipment to ensure safety of personnel and properties including **scaffoldings**;
 - 3.5 Fabrication shall be based on the attached design and dimensions, unless a more superior implementation is recommended and subsequently accepted by the procuring entity without incurring any cost, as may be necessitated by the premises where structure is to be installed.
 - 3.6 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.
 - 3.7 The supplier shall provide all necessary Personal Protective Equipment (PPE) for all of its workers/staff, such as, but not limited to appropriate gear, safety shoes, hardhats, vests, and the like.

4. Conduct of construction and related activities at the Insurance Commission premises shall be limited to office hours only unless otherwise allowed under meritorious conditions, subject to filing of a request by service provider/supplier 1 working day prior to the said scheduled activities.
5. The supplier/contractor shall be required to submit in advanced information about its personnel and equipment which are necessary in the implementation of the project.
6. All works shall be executed in a manner that will ensure protection of the IC Main Office Building from water penetration and/or leaks.
7. The Contractor 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, underneath the roofing work area/s are protected from debris, dust and/or any particles/materials that may originate from the cutting, dismantling and installation works.

To this end, the Contractor shall provide covers including caution tapes and signages, for the protection of the Procuring Entity's employees and guests, and its property, as may be appropriate.

II. TERMS OF PAYMENT AND RELATED PROVISIONS

1. The price quotation, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
2. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
3. Price validity shall be for a period of thirty (30) days from the submission of the quotation.
4. Payment shall be made within fifteen (15) days after the complete delivery and acceptance of the items/services. The IC shall not be held liable for any delay in the payment under reasonable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier/Bidder

1. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.
2. The supplier/bidder must have business experience similar to the project to be implemented.
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 from 10 to 12
November 2020 at 8:00 A.M. until 12:00 NN. 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 and Schedule of Services and Warranty

4. The supplier/bidder shall complete all activities related to **Repair/Renovation of IC Main Lobby Glass Window**.
5. The supplier/bidder must provide a workmanship warranty of at least thirty (30) days after inspection and acceptance, except when defect is due to factors beyond the control of the supplier such as catastrophe, accidents and negligence.

Limitation of Liability

6. Subject to the Insurance Commission's obligation to pay the price due to the supplier/bidder, 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

7. The agreement between the Insurance Commission and the Supplier/Bidder 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.
8. 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 (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.
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 which 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 these Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of these Terms of Reference 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 these Terms of Reference 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.
13. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under these Terms of Reference.

IV. GENERAL CONDITIONS

1. These Terms of Reference shall be deemed an integral part of the bid.
2. Proof of PhilGEPS Registration is required to be submitted inside the sealed quotation.
3. The **quotation** shall be submitted personally or via email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later 13 November 2020, 2:00PM. The email addresses where submissions can be forwarded to are reflected on the RFQ page.**
4. The bidder *with the lowest calculated proposal/quotation* shall undergo post-qualification and may be required to show proof of authenticity of the following, as appropriate:
 - a. Proof of PhilGEPS Registration;
 - b. Business Registration (SEC/DTI/CDA)
 - c. Mayor's Business Permit;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue; and, and,
 - e. Latest Income/Business Tax Return.
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.


REVELYN R. MOJICA
IC Division Manager
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the conditions in the Terms of Reference (TOR) for the **Repair/Renovation of IC Main Lobby Glass Window** (P.R. No. 2020-11-233), I/We quote you on the items at prices noted below:

Quantity	Unit	Item and Description	Unit Price	Total Price (VAT Inclusive)
1	Lot	Repair/Renovation of IC Main Lobby Glass Window. (refer to the attached design with measurements)		
Total Amount				
<i>Note:</i> 1. Total cost should not exceed ABC of Ninety-Five Thousand Eight Hundred Pesos (Php95,800.00) 2. Price quotation is inclusive of 12% VAT, all other applicable taxes, and charges for labor and materials per scope of work.				

In compliance with the TOR, the **duly notarized Omnibus Sworn Statement** is enclosed. Copies of the following valid documents are likewise enclosed:

- a. Proof of PhilGEPS Registration;
- b. Business Registration (SEC/DTI/CDA)
- c. Mayor's Business Permit;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue; and,
- e. Latest Income/Business Tax Return.

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____
Date : _____