



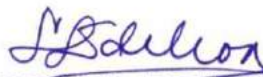
Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



**Invitation to Participate in the Negotiated Procurement for
the Supply of One (1) Time Inspection and Cleaning of
Existing Edwards Fire Alarm System Model QS4-5-G-2
(PROJECT REFERENCE No. 2017-04-218)**

Approved Budget of the Contract: Php68,250.00 inclusive of VAT

1. In view of the two (2) failed biddings for the Supply of One Time Inspection and Cleaning of Existing Edwards Fire Alarm System of the Insurance Commission (IC), this Office invites PhilGEPS registered interested bidders to participate in the negotiation for the said procurement in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of the 2016 Revised Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
2. Interested bidders are invited to attend and submit their sealed proposals/quotations using the attached Reply Slip and Terms of Reference (TOR) during the **Negotiation** to be held on **02 October 2017 at 2:00 PM** at the Administrative Division, IC, 1071 United Nations Avenue, Ermita, Manila.
3. IC will not be responsible for any costs or expenses to be incurred by interested suppliers in connection with its participation in the said negotiation process.
4. For inquiries, please contact the General Services Section – Administrative Division: **Mr. Rey B. Gannaban**, IC Administrative Aide I or **Ms. Crescencia R. Gatchalian**, IC Supervising Administrative Officer, 2nd Floor, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila at telephone nos. 524-3548 and 523-8461 to 70 local 120.


LORNA D. DE LEON
IC Division Manager
Administrative Division

TERMS OF REFERENCE

Small Value Procurement for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2

I. SCOPE

1. The prospective supplier shall bid for One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2 of IC Building at 1071 U.N. Avenue, Ermita, Manila.
2. Supplier's quotation must bid for the entire lot which shall include ***all*** items enumerated below and should not exceed the Approved Budget for the Contract.

| Item No. | Item and Description | Quantity | Cost |
|----------|--|----------|------|
| 1 | QS4-5-G-2 Edwards Quick start Fire Alarm Control Panel | 1 lot | |
| 2 | SIGA-278 Addressable Detectors Stations | 1 lot | |
| 3 | SIGA-PS Addressable Smoke Detectors | 1 lot | |
| 4 | SIGA-HRS Addressable Heat Detectors | 1 lot | |
| 5 | MB6-24 Conventional Fire Alarm Bell, 6" diameter | 1 lot | |
| 6 | Re-tightening of Base Connection | 1 lot | |
| | TOTAL COST | | |
| | WARRANTY PERIOD | | |

II. DOCUMENTARY REQUIREMENTS

1. Mayor's Business Permit
2. Income/Business Tax Return
3. Original copy of Omnibus Sworn Statement
4. Proof of PhilGEPS Registration Number

III. 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 for 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.

IV. SPECIAL CONDITIONS

Qualifications of the Supplier

7. The supplier/company must 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 proceed with the scope of work seven (7) working days upon receipt of the JO.

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 (if it is capable of being remedied) within thirty (30) days of written notice from the other Party so to do.
13. 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

14. The failure of either party to enforce its right based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
15. If any part, term or provision of this Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
16. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Terms and 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 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.
17. 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 this Terms of Reference.

V. GENERAL CONDITIONS

18. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
20. The **sealed proposal/quotation** must be submitted during the **Negotiation** not later than **2:00 PM, 02 October 2017** at the Administrative Division – General Services Section.
21. The IC reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected Bidder(s).


LORNA D. DE LEON

REPLY SLIP

Name of Supplier : _____
Address : _____

Business Permit No.: _____
Tax Identification No.: _____
Phil-GEPS Registration No.: _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the **Small Value Procurement of One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G2**, I/we quote you on the items at prices noted below:

| Item and Description | Quantity | Total Cost |
|---|----------|------------|
| One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2 | | |
| 1. QS4-5-G-2 Edwards Quick Start Fire Alarm Control Panel | Lot | |
| 2. SIGA-278 Addressable Detectors Stations | Lot | |
| 3. SIGA-PS Addressable Smoke Detectors | Lot | |
| 4. SIGA-HRS Addressable Heat Detectors | Lot | |
| 5. MB6-24 Conventional Fire Alarm Bell, 6" Diameter | Lot | |
| 6. Re-tightening of Base Connection | | |
| WARRANTY PERIOD: | | |
| 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 TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit
- B. Income/Business Tax Return
- C. Omnibus Sworn Statement (original copy)
- D. Proof of Phil-GEPS Registration Number

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____
 Date : _____