



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



REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the **Procurement for the Printing of the 2021 Institutional Calendar of the Insurance Commission**, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Procurement for the Printing of the 2021 Institutional Calendar of the Insurance Commission
REFERENCE NO./PR NO.	PR No. 2021-01-002
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT (ABC)	PhP 105,000.00 inclusive of VAT
DELIVERY PERIOD	Ten (10) working days upon approval of sample
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>15</u> January 2021

The sealed quotation may be submitted personally, through mail not later than **15 January 2021; 12:00 NN** to this Commission’s **Planning and Management Division** through the contact information provided below:

Contact Person: Ms. Maesie Ann P. Bertumen
 IC Planning Officer III
Office Address: 2/F Insurance Commission Building
 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (+632) 8-523-8462 to 70, local 144;
E-Mail: map.bertumen@insurance.gov.ph

GREGORY VINCENT O. FERRER
 IC Division Manager
 Planning and Management Division



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TERMS OF REFERENCE

Procurement for the Printing of the 2021 Institutional Calendar of the Insurance Commission

I. SCOPE

1. The prospective supplier shall bid for the procurement for the printing of the 2021 Institutional Calendar of the Insurance Commission (IC).

II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. The quoted price shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. 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 acceptable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

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

Delivery of Services

8. Once the submitted Calendar Proofs has been approved by the IC for printing, the supplier shall deliver printed/finished items to the Planning and Management Division **within ten (10) working days upon approval of the sample.**



Limitation of Liability

9. Subject to the IC'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 (TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

Termination

10. 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.
11. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.
12. Any termination of the agreement (in whatever way 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

13. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
14. 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.
15. 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 seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
16. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and



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Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

17. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
18. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
19. The sealed quotation shall be submitted personally to the IC Planning and Management Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila not later than **15 January 2021; 12:00 Noon**.
20. The bidder with the lowest calculated responsive bid shall be required to submit the following documents for verification and validation purposes:
 - a. Mayor's Business Permit
 - b. Latest Income Business Tax Return
 - c. Proof of PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement
21. 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.

GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division



REPLY SLIP

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 **Procurement for the Printing of the 2021 Institutional Calendar of the Insurance Commission**, subject to the terms and conditions stated in the Terms of Reference (TOR):

QTY	Unit	Item and Description		Total Cost
500	sets	SIZE	9-inch Width by 8-inch Height (9" x 8")	[Input here Total Cost]
		NO. OF PAGES	14 leaves (28 pages)	
		STOCK	C2S 180	
		PROCESS	<ul style="list-style-type: none"> ▪ Full color offset printing on main calendar pages ▪ With Matte & Spot Lamination on Cover ▪ Matte Finish on calendar pages ▪ With Matte Finish on Calendar Pages ▪ With Envelope (Book Paper 90) Full Color Offset Printing – same as cover page ▪ Embossed / coated / emphasized cover page: IC Logo & "2021 Calendar" 	
		BINDING	White Hard, Double Wire-O	

Note:
 1. Total Cost should not exceed the Approved Budget of the Contract (ABC).



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| <ol style="list-style-type: none">2. Price quotation is inclusive of 12% VAT and other applicable taxes and charges.3. Printing will commence after IC has approved the Calendar Proofs from Supplier. |
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In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- a. Mayor's Business Permit
- b. Latest Income Business Tax Return
- c. Proof of PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

Date

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 __, 2021 at _____, Philippines.

Bidder's Representative/Authorized Signatory