



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



REQUEST FOR QUOTATION

Name of Supplier : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission (IC) invites all interested suppliers and interested parties to participate and submit their *lowest price* quotation, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One Time Inspection and Cleaning of Existing Edwards Fire Alarm System Model QS4-5-G-2
RIS/REF. NO.	2017-04-218
LOCATION	IC Building, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT	Php68,250.00 VAT inclusive
DELIVERY PERIOD	Seven (7) working days upon receipt of the Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF OPEN QUOTATIONS	17 July 2017, 5:00PM

The **open quotation** together with the **Reply Slip** may be submitted personally, thru mail or email not later than **5:00PM, 17 July 2017** to the Administrative Division – General Services Section to the contact information below:

Contact Person: Mr. Rey M. Gannaban, IC Administrative Aide I
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos. : 523-8462 to 70 loc. 120; 524-3548
Email: rm.gannaban@insurance.gov.ph

LORNA D. DE LEON
 Division Manager
 Administrative Division

12 July 2017

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 should 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. 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.

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 perform the One Time Inspection and Cleaning of IC's Existing Edwards Fire Alarm System Model QS4-5-G-2 seven (7) working days upon receipt of the Notice to Proceed (NTP).

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 (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

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 TOR, 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 TOR 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 TOR 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 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 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.

IV. 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.
19. The **open quotation** together with the **Reply Slip** shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 17 July 2017, 5:00PM.**
20. The bidder *with the lowest calculated responsive bid* shall be required to present the original copies of the following documents for validation and verification purposes:
 - a. Mayor's Business Permit
 - b. Income/Business Tax Return; and
 - c. Proof of PhilGEPS Registration Number
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.


LORNA D. DE LEON