



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 invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the Supply and Delivery of T-Shirt for ICEWA's 25th Founding Anniversary, subject to the terms and conditions stated in the Terms of Reference (TOR):

| | |
|---|---|
| NAME OF PROJECT | Supply and Delivery of T-Shirt for the 25 th Founding Anniversary of ICEWA |
| REFERENCE NO./PR NO. | 2017-03-123 |
| APPROVED BUDGET FOR THE CONTRACT | Php149,000.00 inclusive of 12%VAT |
| DELIVERY PERIOD | On or before 10 April 2017 |
| DEADLINE OF SUBMISSION OF OPEN QUOTATION/S | 03 April 2017, 12:00 NN |

The open quotation may be submitted personally, through mail or email not later than **12:00 NN, 03 April 2017** to the Statistics Division to the contact information below:

Contact person: Mr. Emmanuel M. Labrador, ICEWA Vice President
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 122
E-mail: em.labrador@insurance.gov.ph


EDNA G. BERNALES
ICEWA, President

28 March 2017

TERMS OF REFERENCE

Supply and Delivery of T-Shirt to be used for the 25th Founding Anniversary of Insurance Commission Employees Welfare Association (ICEWA)

I. Product Specifications

| <i>Item and Description</i> | <i>Quantity and Unit</i> | <i>Approved Budget For Contract</i> |
|---|--------------------------|---|
| Supply and Delivery of T-Shirt to be used for the 25 th Founding Anniversary of ICEWA Specification: 1. Plain and color Gray 2. Crew Neck and Short Sleeve 3. 100% rare Supima Cotton (Fabric that can easily adopt to the weather) 4. High quality and affordable | 235 pcs | One Hundred Forty Nine Thousand Pesos (Php 149, 000.00) |

II. Delivery Terms

The Supplier should have readily-available stocks of the items described above. All items should be delivered, free of charge, to the IC Office **on or before 10 April 2017**.

III. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **One Hundred Forty Nine Thousand Pesos (PhP 149,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

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

IV. Mode of Procurement

The mode shall be Negotiated Procurement under Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. It is understood that the relevant provisions of the said law and its implementing rules shall apply, govern and complement the agreement arrived at under this TOR.

Service provider must be registered in the Philippine Electronic Government Procurement System (PhilGEPS).

V. Awarding of Contract

The bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be required to submit and present the following documents:


1. Proof of PhilGEPS registration;
2. Business Registration or Mayor's Business Permit; and
3. BIR Tax Registration.

VI. Payment Scheme

The payment for the service rendered shall be made within thirty (30) days after the complete delivery, acceptance of the items, and issuance of billing statement by the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

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.


EDNA G. BERNALES
ICEWA, President
Supervising Insurance Specialist
Actuarial Division