



# GSIS Government Service Insurance System

CAGAYAN DE ORO BRANCH OFFICE

Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City 9000 Misamis Oriental

## REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
<b>SUPPLY AND DELIVERY OF OFFICE FURNITURE</b>		
<b>Lot 1 Gang chair (4-seater, heavy duty)</b>	10	units
<b>Lot 2 Chair (high chair for teller / cashier)</b>	6	units
<i>in accordance with the attached Terms of Reference (TOR)</i>		

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa Street, Brgy. Carmen, Cagayan de Oro City starting 28 April 2017. The last day of submission of quotation shall be on 12 May 2017, not later than 5:00 PM.

Contact Persons : Roberto R. Jucoy  
Alejandro D. Suarez III  
Jonalyn Sandra C. Clitar

Tel. No. / Facsimile No. : (088) 858-5818

Mobile Nos. : 09173250573 / 09173021924 / 09060097595

Place of Submission of Quotation : Office of the Branch Manager  
GSIS Cagayan de Oro Branch Office  
Mayor P.N. Roa Street, Brgy. Carmen  
Cagayan de Oro City

# Requirements for Accreditation of New Vendors For Procurement Not Exceeding Php1,000,000.00

All interested vendors who want to join and establish business relationship with GSIS through other methods of procurement such as **Small Value Procurement** and **Shopping** may visit or call MMD\* at the following address and contact information:

**Address** : Level 5, Core D, GSIS Financial Center, Pasay City 1308  
**Telephone No** : (02) 859-0313  
**Trunk line** : (02) 976-4900  
**Office hours** : 8 a.m.- 5 p.m., Monday to Friday, excluding holidays

*\*for those outside Metro Manila, you may visit the nearest GSIS Branch Office in the area*

Initially, vendors must submit to MMD their accomplished **Supplier Registration and Information Sheet** (SRIS Form 001) with the attached documentary requirements based on the vendor's type of business as follows

## **A. For Single Proprietorship**

- a. Valid and Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. DTI Registration of Business Name
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

## **B. For Partnership**

- a. Valid and Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. SEC Certificate of Registration
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

## **C. For Corporation**

- a. Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. Notarized Affidavit
- d. SEC Certificate of Registration; OR Certificate of Incorporation OR Certificate of Filing of Amended Articles of Incorporation
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)
- g. PCAB License/ NFCC (For Infrastructure)

## **D. For Cooperative**

- a. Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. Cooperative Development Authority Certificate of Registration
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

**E. For Individuals / Consultants**

- a. Taxpayer's Identification Number
- b. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- c. PhilGEPS Registration Number (For Red Membership)
- d. Professional License / Curriculum Vitae (Consulting Services)

**F. For Government Agency**

- a. BIR Form 2303 (BIR Certificate of Registration)

NOTE: This form can be downloaded from *this link*: [http://www.gsis.gov.ph/downloads/bid/20161018-MMD-Supplier\\_Registration\\_Information\\_Sheet.pdf](http://www.gsis.gov.ph/downloads/bid/20161018-MMD-Supplier_Registration_Information_Sheet.pdf)

**Requirements for Existing Registered Vendors**

**Note:** All existing accredited vendors are expected to update their SRIS yearly. They are required to submit all their valid Documentary requirements.

**Authority:** *MMD reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned requirements is considered one of the grounds for the termination of Vendor Application.*

“ANNEX A”

## AFFIDAVIT

I, \_\_\_\_\_, single/married, of legal age, Filipino and residing at \_\_\_\_\_ as the \_\_\_\_\_ of \_\_\_\_\_ with business address at \_\_\_\_\_ having duly sworn to in accordance with law do hereby depose and say:

- 1.) That, \_\_\_\_\_ is not blacklisted nor barred from bidding by the government or any of its agencies, offices, corporations or local government units (LGU), nor included in the Consolidated Blacklisting Report issued by the Government of the Philippines.
- 2.) That, all the owner/s, officers and directors of this Company are not related within the 3<sup>rd</sup> degree of consanguinity or affinity to the GSIS Head of Procuring Entity or to employee/s having direct access to information that may substantially affect the result of the bidding.
- 3.) That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true faithful and complete reproduction or copy of the original and that all statements and information provided therein are true and correct.

IN FAITH WHEREOF, I hereby affix my signature this \_\_\_\_ day of \_\_\_\_, \_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**TERMS OF REFERENCE  
SUPPLY AND DELIVERY OF OFFICE FURNITURE**

**I. ITEMS FOR PROCUREMENT**

Supply and delivery (freight / cargo), including assembly of the following office furniture:



Gang chair (4-seater, heavy duty)	10 units
Chair (high chair for teller / cashier)	6 units

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Two hundred ninety five thousand and 0/100 pesos only (PhP295,000.00) inclusive of all applicable taxes.

Gang chair (4-seater, heavy duty)	PhP245,000.00
Chair (high chair for teller / cashier)	PhP50,000.00

**III. TECHNICAL SPECIFICATIONS**

Item	Make / Material	Sample
Gang chair (4-seater, heavy duty)	heavy duty / durable; with metal support and base; cushioned / upholstery padded fabric seat and cushioned upholstery padded fabric arm rest at both ends; fire retardant foam; color dark blue or charcoal gray	
Chair (high chair for teller / cashier)	heavy duty / durable ; mid-back swivel chair with tubular steel foot ring, chrome finish or as per manufacturer's standard; gas lift, with metal shaft and base; seat height adjustment up to 100mm; synchro-dynamic mechanism with mini-synchronized tilt action; shell shall be two (2) pieces (seat and back) with synchronized tilt action; with mini-synchronized movement; with tilting tension adjustment; base should be five (5) pronged using die cast aluminum with powder coating or steel in chrome finish; cushioned seat / upholstery padded fabric; color dark blue or charcoal gray	

#### **IV. TERMS AND CONDITIONS**

##### **A. Schedule of Delivery**

The office furniture shall be delivered / assembled by the supplier to the GSIS Cagayan de Oro Branch Office within seven (7) calendar days upon receipt of the Purchase Order (PO) from GSIS but not to go beyond thirty (30) calendar days.

##### **B. Payment**

The above-mentioned office furniture shall be paid fifteen (15) days after receipt of the charge delivery receipt / invoice from the vendor / supplier. The office furniture must be duly found to be in good condition, as indicated in the Certification and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.



**ROSALINDA G. MENDOZA**  
**Branch Manager**