



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
SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE		
LOT 1 – MOBILE PEDESTAL	34	pcs
LOT 2 – CHAIR (GUEST / VISITOR)	20	pcs
LOT 3 – CHAIR FOR LACTATION ROOM	2	pcs
LOT 4 – STEEL RACK OPEN SHELVES 6-LAYERS	20	pcs
<i>in accordance with the attached Terms of Reference (TOR)</i>		

APPROVED BUDGET FOR CONTRACT:

Mobile Pedestal	213,105.20
Chair (guest / visitor)	60,000.00
Chair for Lactation Room	7,986.00
Steel Rack Open Shelves	329,714.00

NOTE: Please submit quotations in a SEALED envelope.

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 13 November 2017. The last day of submission of quotation shall be on 17 November 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

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 3rd 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 VARIOUS OFFICE FURNITURE
FOR GSIS CAGAYAN DE ORO BRANCH OFFICE**

I. ITEMS FOR PROCUREMENT

Supply and delivery (freight / cargo), including assembly of the following office furniture for GSIS Cagayan de Oro Branch Office:

Mobile Pedestal	34 pcs
Chair (guest / visitor)	20 pcs
Chair for Lactation Room	2 pcs
Steel Rack Open Shelves	20 pcs

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Mobile Pedestal	213,105.20
Chair (guest / visitor)	60,000.00
Chair for Lactation Room	7,986.00
Steel Rack Open Shelves	329,714.00

III. SPECIFICATIONS

Mobile Pedestal	cold rolled steel, gauge 20, powder coat finish, with 3 drawers, glides & raised feet 1/2 " adjustable glides, with replaceable locking system, lock bar-gauge 16 steel
sample design	
Chair (guest / visitor)	versatile high-density stack chair; warm grey or black; polypropylene seat and back; steel frame with horizontal support
sample design	

<p>Chair for Lactation Room</p>	<p>with backrest and armrest, cushioned and upholstered and frame/based is made of wood; durable and good quality</p>
<p>sample design</p>	
<p>Steel Rack Open Shelves</p>	<p>using 1.00mm gauge cold rolled steel</p> <ul style="list-style-type: none"> • Dimensions: Height – 98”; Depth – 40”; Width – 60”; Minimum Height per shelf – 14” with at least 3” from the ground to the lowest shelf • Holding Capacity : At least 60 kg per shelf (strong shelving) • Finish : fully powdered coated, for better resistance to rust and scratches • Color : Gray • Earthquake-proof • Flexible, adjustable and easy to assemble (boltless, clipless and no special tools needed to assemble). Shelves adjust on 1 ½” centers • Double entry access as no diagonal brace is required
<p>sample design</p>	

All materials to be supplied and installed must be brand new and free from defects and must conform to the specifications.

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

Full payment upon 100% completion and GSIS acceptance of all works. Payment can be made after submission of the letter request. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

C. Damages

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.

The GSIS need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the GSIS. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the GSIS shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.



ROSALINDA G. MENDOZA
Branch Manager