



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 – LOCKER	1	unit
LOT 2 – AIRCON WINDOW TYPE, INVERTER 1.5HP	11	units
<i>in accordance with the attached Terms of Reference (TOR)</i>		

APPROVED BUDGET FOR CONTRACT:

Locker	14,399.00
Aircon Unit Window Type, Inverter 1.5HP	698,875.43

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 27 December 2017. The last day of submission of quotation shall be on 15 January 2018, 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 FOR THE SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF WINDOW TYPE INVERTER 1.5HP AIR CONDITIONING UNITS FOR GSIS CAGAYAN DE ORO BRANCH OFFICE

I. SCOPE OF WORK

- A. Supply and delivery (freight / cargo), including assembly / installation and commissioning of the following office equipment for GSIS Cagayan de Oro Branch Office:

window type inverter 1.5HP air conditioning unit (ACU) 11 units

- B. The Supplier shall test the cooling of all the Air Conditioning Units and ensure that all are in perfect working condition prior to turnover to the GSIS. Temperature reading shall be taken and recorded on all units after one (1) hour of operation.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for eleven (11) units window type inverter air conditioning units is PhP698,875.43 inclusive of all freight / delivery charges and applicable taxes.

III. SPECIFICATIONS

Window Type Air Conditioner

- Inverter type
- Nominal cooling capacity not less than 12,453 kJ/hr; 208-230 V / Single-Phase / 60 Hz
- 5 years Warranty for Condenser, Compressor, Evaporator, Piping and Fan Motor
- 2 Years Warranty for other parts
- 1 Year Warranty for Labor

IV. TERMS AND CONDITIONS

- A. The Supplier shall execute all the works in compliance with the requirements of the scope of work and terms and conditions and shall do all necessary works whether it is clearly specified in these specifications or not for the successful completion of the Project.
- B. All materials / equipment supplied shall be brand new and execution of all works will be subject to inspection and acceptance by the GSIS authorized representative/s.
- C. The project shall be completed by the supplier within fifteen (15) calendar days upon receipt of the Purchase Order (PO) / Notice to Proceed from GSIS but not to go beyond thirty (30) calendar days.
- D. The Supplier shall thoroughly clean the project site including all areas disturbed by installation of the ACUs and shall not withdraw from the site until the GSIS has agreed that no further work is necessary at the time.
- E. Any damage to the building's equipment / facilities, directly or indirectly caused by the Supplier or its personnel shall immediately be repaired / replaced or restored by the Supplier on its account.

- F. Full payment shall be made upon 100% completion and one (1) week of satisfactory operation of the ACUs and GSIS acceptance of all works. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.
- G. Payment will be subject to the withholding tax of Five Percent (5%) Creditable VAT and Two Percent (2%) Expanded Tax.
- H. The penalty for each day of undelivered parts and/ or work delay will be one-tenth (1/10) of One Percent (1%) of the total contract price. 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



**TERMS OF REFERENCE
SUPPLY AND DELIVERY OF LOCKER
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:

Locker 1 unit

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the purchase of locker is PhP14,399.00 inclusive of all freight / delivery charges and applicable taxes.

III. SPECIFICATIONS

Locker	w/ 4 openings made of steel; body outside feature H = 6ft. / 72" W = 3 ft. / 36" D = 18" Door (inside): H = 31"; W = 16"; D = 17" two shelves inside with hanger
--------	--

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