



# 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 VARIOUS OFFICE FURNITURE</b>  <b>ROSTRUM WITH BUILT-IN SOUND SYSTEM AND MICROPHONE (WITH GSIS LOGO IN FRONT OF ROSTRUM)</b>  <i>in accordance with the attached Terms of Reference (TOR)</i>	1	unit

**APPROVED BUDGET FOR CONTRACT: PhP32,000.00**

**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 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](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 ROSTRUM WITH BUILT-IN SOUND SYSTEM AND  
MICROPHONE (WITH GSIS LOGO IN FRONT OF ROSTRUM)  
FOR GSIS CAGAYAN DE ORO BRANCH OFFICE**

**I. ITEMS FOR PROCUREMENT**


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

**rostrum with built-in sound system and microphone 1 unit  
(with GSIS logo in front of rostrum)**

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

The approved budget for the purchase of rostrum built-in sound system and microphone with GSIS logo mounted in front of the rostrum (see sample) is PhP32,000.00 inclusive of all freight / delivery charges and applicable taxes.

**III. SPECIFICATIONS**

Rostrum	with the following inclusions: <ul style="list-style-type: none"><li>➤ built-in sound-system</li><li>➤ USB port for flash drive</li><li>➤ lamp (optional)</li><li>➤ GSIS logo mounted in front of the rostrum</li></ul>
sample design	

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 equipment shall be delivered / assembled by the supplier to the GSIS Cagayan de Oro Branch Office within fifteen (15) 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