



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 Lease of Office Space – Davao City, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Lease of Office Space for Insurance Commission (IC) Davao District Office
REFERENCE NO./PR NO.	2017-04-137-A
LOCATION	Davao City
APPROVED BUDGET FOR THE CONTRACT	Php48,950.00/month inclusive of VAT
DELIVERY PERIOD	On or before 1 July 2017
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	31 May 2017, 12:00 NN

The Open Quotation together with the Reply Slip may be submitted personally, through mail or email not later than **12:00 NN, 31 May 2017** to the Administrative Division – General Services Section to the contact information below:

Contact person: Ms. Crescencia R. Gatchalian, IC Supervising Administrative Officer
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 120; 524-3548
E-mail: cr.gatchalian@insurance.gov.ph


LORNA D. DE LEON
IC Division Manager
Administrative Division

22 May 2017