



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA



REQUEST FOR PROPOSAL

The Insurance Commission (IC) invites interested experienced professionals to be engaged in providing project management related services for the IC Building Rehabilitation and Improvement Projects.

LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	One Hundred Fifty Thousand Pesos (PhP150,000.00) for three (3) months
TERMS OF PAYMENT	The service provider shall be paid PhP50,000.00 per month
Interested parties should submit their Proposals to the IC – Administrative Division not later than 16 April 2018, 12:00 NN	

I. SCOPE OF SERVICES :

Review, inspection, verification and evaluation of the existing conditions of the following components of IC building:

1. Roofing of the IC Building including the cement slabs/roof, ceiling - acoustic boards;
2. Various rooms including Function Room and designated restrooms, IC Chapel, Library, Docket Room of the Claims and Adjudication Division (CAD), PAMD Hearing Rooms, Deputy Commissioner for Technical Services Group (TSG) Room, CAD Division Manager's Room including designated rest room;
3. Repainting of interior and exterior of IC Building;
4. Alignment of IC gates; and
5. Other areas as may be deemed necessary for repair and maintenance.

In particular, he/she shall:

1. Review the existing plans;
2. Inspect, verify, evaluate and conduct ocular inspection to determine the detailed cost estimates, bill of quantities, construction program (GANTT CHART/PERT/CPM) and procurement of materials, tools and equipment needed to carry-out building improvements projects.

II. SPECIFIC DELIVERABLES

1. Design

- a. Prepare the detailed plans, designs, working drawings, specifications, detailed cost estimates;
- b. Prepare the Terms of Reference (TOR), scope of works needed for bidding, bill of quantities and construction program;
- c. Submit the original plans with eight (8) sets of blue prints for permit and construction purposes; and
- d. Submit electronic file or CAD file and PDF file to serve as the future reference

2. Implementation

- a. Manage overall translation, construction and implementation of the design and plans;
- b. Provide assistance and advice in tabulation and analysis of bid results, preparation of supplementary drawings required; checking of detailed construction and as-built drawings submitted by contractor; making periodic visits to check on the general progress of work and quality of materials and workmanship, observing performance tests and start-up and making report thereon; and making a final inspection and reporting of completed project;
- c. Provide assistance in the assessment of effectiveness and accuracy of project implementation in accordance with approved terms of reference;
- d. Prepare report and recommendation on actual project implementation as necessary, including matters related to final acceptance of delivered goods and services.

III. INSTITUTIONAL REQUIREMENTS

The engaged party shall directly report and closely coordinate with the Administrative Division.

IV. GENERAL CONDITIONS

1. All transactions are subject to applicable withholding tax.
2. Interested service providers must submit the following documents:
 - a. Letter of Intent;
 - b. Curriculum Vitae with a copy of his/her license;
 - c. Taxpayer's Identification Number;
 - d. Copy of Income Tax Returns for the year 2017.
3. Contract price shall be fixed for the duration of the engagement, initially for three (3) months.

For further inquiries, please contact **Ms. CRESCENCIA R. GATCHALIAN**, IC Supervising Administrative Officer at telephone numbers: 5238461 to 70 loc. 120.

Interested parties shall submit their Letter of Intent and the abovementioned documents by hand, or through mail to the address below on or before April 16, 2018, 12:00 PM

ADMINISTRATIVE DIVISION

2nd Floor, Insurance Commission Building
United Nations Avenue, Manila

The IC reserves the right to reject any application and accept only the most advantageous to the government.

The IC assumes no responsibility whatsoever to compensate or indemnify interested parties for any expenses incurred in the preparation of his/her Proposal.



LORNA D. DE LEON
IC Division Manager
Administrative Division

06 April 2018