



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



REQUEST FOR QUOTATION

03 October 2019


The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Lease of Venue (including accommodations, training room, meals and reception dinner) for the ASEAN Insurance Training and Research Institute (AITRI) Training Program on Risk Based Approach to Supervising Insurance Companies on AML/CFT and Fraud <i>Refer to the TOR for detailed specifications.</i>	1 Lot	Eight Hundred Thirty Thousand Pesos (Php830,000.00)

The lease of venue will be undertaken in accordance with Section 53.10 and Annex H of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the *Government Procurement Reform Act*.

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00NN of 07 October 2019** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph


ATTY. RENE PAOLO G. MABOLO
 IC Division Manager
 Human Resource Division



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TERMS OF REFERENCE

Lease of Venue (including accommodations, training room, meals and reception dinner) for the ASEAN Insurance Training and Research Institute (AITRI) Training Program on Risk Based Approach to Supervising Insurance Companies on AML/CFT and Fraud

I. General Scope of Services

The service provider should be able to provide the accommodations, training room, meals and reception dinner, with the following specifications:

- Inclusive dates:
 - Estimated arrival of speakers & participants: 13 October 2019, Sunday
 - Estimated departure of speakers & participants: 18 October 2019, Friday
 - Training proper: 14-17 October 2019 (Monday to Thursday) (4 days)
- Venue Location:
 - Within Makati City
 - Approximately within 10-kilometer distance from the Insurance Commission Office, 1071 United Nations Avenue, Ermita, Manila
 - Approximately within 10-kilometer distance from the Ninoy Aquino International Airport (NAIA), Pasay City, via Roxas Boulevard
- At least 10 complimentary parking slots for participants and guests of IC.
- Accommodations, use of training room, facilities and other amenities, meals and reception dinner, in case of additional participants, shall be at the same price or less than the cost for regular participants.

II. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Eight Hundred Thirty Thousand Pesos (Php830,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

Price quotation/s, must be denominated in Philippine Peso and should be inclusive of 12% VAT and all other applicable taxes and charges. The quotation must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

III. Specific Requirements

A. Accommodations for AITRI Speakers and Secretariat

The service provider shall provide accommodations for AITRI speakers and secretariat with the following minimum requirements:

- Guaranteed air-conditioned room, with room service, fully furnished with minimum basic room facilities including but not limited to beddings, television, telephone, closet, personal vault, bathrobe and bath towel, toilet and bath with daily replenishment of toiletries and hot and cold shower water supply;
- Complimentary 24-hr secured in-room internet access per day and Wi-Fi access in public areas;
- Complimentary bottled mineral water (daily replenishment);
- Complimentary daily buffet breakfast;
- Complimentary use of basic hotel facilities (i.e. gym, indoor/outdoor pool);
- Room rates should be inclusive of 12% VAT and all other applicable taxes and charges; and
- Preferably double-sized beds for twin sharing rooms and queen-size or king-size bed for single occupancy room; and
- Inclusive of two-way airport transfers

Guaranteed Guests	Room Type	Duration of Stay	No. of Rooms	Airport Transfer
AITRI Speakers	Single Occupancy	13-18 October 2019 5 nights	5	Per room, two-way
AITRI Secretariat	Twin Sharing	13-18 October 2019 5 nights	1	None
TOTAL	-	-	6	5 vehicles, two-way

B. Special Accommodation Rates for AITRI Participants

The service provider shall extend the special room rates for all participants. Participants shall bear solely all costs/expenses for room accommodations and IC shall not guarantee the number of participants. The following are the minimum accommodations requirements:

- Accommodations for four (4) to five (5) nights (may vary depending on the flight details of participants):
Estimated Date of Arrival of Participants: 13 October 2019
Estimated Date of Departure of Participants: 17/18 October 2019
- Complimentary 24-hr secured in-room internet access per day and Wi-Fi access in public areas;
- Complimentary bottled mineral water (daily replenishment);
- Complimentary daily buffet breakfast;
- Complimentary use of basic hotel facilities (i.e. gym, indoor/outdoor pool);

- Room rates should be inclusive of 12% VAT and all other applicable taxes and charges; and
- Preferably double-sized beds for twin sharing rooms and king-size bed for single occupancy room; and
- Option for two-way airport transfers or free airport shuttle service (depending on the choice of the participants)

C. Meals

- The service provider shall provide meals during the training proper for 4 days, from 14-17 October 2019, for a minimum of 45 pax:

Meal Package:

Day 1 – 4 (14-17 October 2019): AM Snack, *Buffet* Lunch, PM Snack

- The training room shall serve as meal venue with two-way buffet station;
- Meals must be ready at least ten (10) minutes before the schedule of food serving;
- **The service provider shall provide halal menu to cater for the food restrictions of the Muslim participants. For this purpose, the service provider must have a valid Halal Certification.**
- Proposed menus shall be submitted to the Insurance Commission enclosed in the proposal. Food tasting shall be conducted at a date agreed by both IC and service provider; and
- Actual menus shall be subject to the approval of the Insurance Commission.

D. Training Room

- The service provider shall provide use of air-conditioned training room with a minimum capacity of 45 pax during the training proper;
- Training room must be located near stairs and/or elevators and restrooms should be located near the training room;
- Set-Up: Roundtable set-up with half-moon seating arrangement (up to 6 or 7 persons per table)
- Inclusions:
 1. Separate secretariat table set-up with telephone outside the training room
 2. Signage/s outside the training room/s
 3. With standard centerpiece and table numbers
 4. With mini rooms/lounge area inside the training room which may serve as breakout rooms for group sessions
 5. PA/Basic sound system
 6. Platform/stage set-up upon request of IC
 7. Framing for event backdrop and photowall upon request of IC
 8. Rostrum with built-in microphone

9. At least four (4) microphones, with both wireless and wired options available for IC. Additional units may be provided, subject to availability during the training proper.
10. One (1) LCD projector and screen
11. One (1) Whiteboard, markers and eraser
12. At least one (1) Flip chart with easel sheets, and may request for additional units, subject to availability during training proper
13. With secured Wi-Fi connection
14. Pads and pencils (replenished daily)
15. Free flowing coffee and tea, and provision for water station
16. Free mints/candies (replenished daily)

- Electricity charge for equipment brought in by IC shall be waived.

E. Reception Dinner

- Date: 14 October 2019 at 6:00PM
- The service provider shall provide a different function room from the training room for the Reception Dinner (buffet) with a minimum capacity of 70 pax;
- Set-up with two-way buffet station:
 1. Special table set-up for VIPs (minimum of 10 pax) with Russian serving style
 2. Round table set-up for all other guests
- Inclusions:
 1. Separate secretariat table set-up at the reception area of the function room
 2. Signage/s on the pathway to the function room and outside of the function room
 3. With standard centerpiece and table numbers for guests
 4. PA/Basic sound system
 5. Platform/stage set-up upon request of IC
 6. Framing for event backdrop and photowall upon request of IC
 7. At least four (4) microphones, with both wireless and wired options available for IC. Additional units may be provided, subject to availability during the training proper
 8. One (1) LCD projector and screen
 9. With secured Wi-Fi connection
- Electricity charge for equipment brought in by IC shall be waived;
- **The service provider shall provide halal menu to cater for the food restrictions of the Muslim participants. For this purpose, the service provider must have a valid Halal Certification;**
- Proposed menus shall be submitted upon request of the Insurance Commission. Food tasting shall be conducted at a date agreed by both IC and service provider; and,
- Actual menus shall be subject to the approval of the Insurance Commission.

IV. Payment Scheme

Pursuant to Section 4.3 of Annex D (Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials) of the 2016 RIRR of RA 9184, a single advance payment not to exceed fifty percent (50%) of the contract

amount shall be allowed as a standard industry practice for hotel and restaurant services, and as agreed upon by the IC and Service Provider.

Nonetheless, all payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Service by IC.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

V. Mode of Procurement

The procurement through Lease of Venue shall be undertaken in accordance with Section 53.10 and Annex H of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.


Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

VI. Awarding of Contract

All bidders shall **use the Reply Slip Form for their price quotations**, together with **Certified True Photocopies of the following documentary requirements**:

1. Securities and Exchange Commission (SEC)/Department of Trade and Industry (DTI) Registration
2. Accreditation Certificate issued by the Department of Tourism
3. Valid Halal Certification
4. Business Permit/Mayor's Permit
5. Bureau of Internal Revenue (BIR) Tax Registration
6. Latest Income/Business Tax Return
7. In lieu of the above-enumerated requirements, bidders with PhilGEPS Platinum Membership shall be allowed to submit only the copy of PhilGEPS Registration Certificate provided that the list of Class A documents is included.

The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


ATTY. RENE PAOLO G. MABOLO
IC Division Manager
Human Resource Division

REPLY SLIP

Date: _____

Name of Company : _____
Address : _____
Authorized Representative : _____
Position/Designation : _____
Contact Information : _____
Email Address : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including accommodations, training room, meals and reception dinner) for the ASEAN Insurance Training and Research Institute (AITRI) Training Program on Risk Based Approach to Supervising Insurance Companies on AML/CFT and Fraud**, I/we quote you on the item at prices noted below:

PART 1

Item and Description	Quantity	Amount*
Lease of Venue (including accommodations, training room, meals and reception dinner) for the ASEAN Insurance Training and Research Institute (AITRI) Training Program on Risk Based Approach to Supervising Insurance Companies on AML/CFT and Fraud	1 Lot	PhP
Note: 1. Total Cost should not exceed ABC of Eight Hundred Thirty Thousand Pesos (PhP830,000.00) 2. Total Cost is inclusive of 12% VAT and all other applicable taxes and charges		

***Please attach breakdown of quoted price.**

PART 2

Special Room Rates for Participants

Capacity	Room type, description and inclusions	Room rate per night*
Single Occupancy		PhP
Twin Sharing		
Triple Sharing		

***Inclusive of all government taxes and service charge.**

**Signature Over Printed Name of
Authorized Representative**