



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



REQUEST FOR QUOTATION

12 February 2018


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 AITRI – Toronto Centre Workshop on Self-Assessment on IAIS Insurance Core Principles <i>Refer to the TOR for detailed specifications.</i>	1 Lot	Eight Hundred Thousand Pesos (Php800,000.00)

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 15 February 2018** 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


REVELYN R. MOJICA
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 AITRI – Toronto Centre Workshop on Self-Assessment on IAIS Insurance Core Principles

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: 18 March 2018, Sunday
 - Estimated departure of speakers & participants: 23 March 2018, Friday
 - Training proper: 19-22 March 2018 (Monday to Thursday) (4 days)
- Venue Location:
 - Within the City of Manila
 - Approximately within 3-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
 - Approximately within 1-kilometer distance from any halal restaurant in Manila
- Price quotation/s, must be denominated in Philippine Peso and should be inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be one hundred twenty (120) calendar days.
- Free parking space for all participants and IC official vehicles.
- 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. 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 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	18-23 March 2018 5 nights	3	Per room, two-way
AITRI Secretariat	Twin Sharing	18-23 March 2018 5 nights	3	For 2 rooms only, two-way
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: 18 March 2018
Estimated Date of Departure of Participants: 23 to 24 March 2018
- 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
- Inclusive of 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 19-22 March 2018, for a minimum of 45 pax:

Meal Package:

Day 1 – 4 (19-22 March 2018): AM Snack, *Buffet* Lunch, PM Snack

- The service provider shall allot a separate room for the meals, which shall be also used as a break-out room during workshops/activities. Set-up is round table (full seating) with two-way buffet station;
- Meals must be ready at least ten (10) minutes before the schedule of food serving;
- The service provider shall cater for the food restrictions of the Muslim participants (i.e. "no pork" menu). Please indicate if hotel/restaurant serves *halal* food. Below are some of food or ingredients allowed for Muslim participants:
 1. Rice
 2. Pasta
 3. Any grain product, such as bread, breakfast cereal or baked goods prepared without Haram ingredients
 4. All vegetables and fruit: raw, dried, frozen or canned.
 5. All vegetables and fruit cooked or served with water, butter, or vegetable oils
 6. Milk
 7. Yogourt, cheese and ice cream made with bacterial culture or microbial enzymes, e.g. microbial rennet
 8. Seafood
 9. Eggs
 10. Nuts, seeds
 11. Peanut Butter
 12. Tofu
 13. Dried beans and peas
- Proposed menus shall be submitted to the Insurance Commission enclosed in the proposal. Food tasting shall be conducted during the ocular inspection; 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 must have restrooms inside or located near restrooms;
- Set-Up: Roundtable set-up with half-moon seating arrangement
Inclusions:

1. Separate secretariat table set-up with telephone outside the training room
2. Digital signage outside the training room/s
3. With standard centerpiece, table numbers and name cards for speakers and participants
4. PA/Basic sound system
5. Platform/stage set-up upon request of IC
6. Rostrum with built-in microphone
7. At least two (2) 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. One (1) Whiteboard, markers and eraser
10. At least one (1) Flip chart with easel sheets, and may request for additional units, subject to availability during training proper
11. With secured Wi-Fi connection
12. Pads and pencils (pads replenished daily)
13. Free flowing coffee/tea/water
14. Free mints/candies (replenished daily)

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

E. Reception Dinner

- Date: 19 March 2018 at 6:00PM
- The service provider shall provide a separate function room for the Reception Dinner (buffet) with a minimum capacity of 100 pax;
- Set-up with two-way buffet station:
 1. Presidential table set-up for VIPs (minimum of 10 pax) with Russian serving style
 2. Presidential table set-up for all other guests
- Inclusions:
 1. Separate secretariat table set-up outside the function room
 2. Digital signage outside the function room
 3. With standard centerpiece, table numbers and name cards for guests
 4. PA/Basic sound system
 5. Platform/stage set-up upon request of IC
 6. At least two (2) microphones, with both wireless and wired options available for IC. Additional units may be provided, subject to availability during the training proper
 7. One (1) LCD projector and screen
 8. With secured Wi-Fi connection
- Electricity charge for equipment brought in by IC shall be waived;
- The room used for meals and break-out sessions shall be used as holding room of the IC Chorale;
- The service provider shall cater for the food restrictions of the Muslim participants. Below are some of food or ingredients allowed for Muslim participants:
 1. Rice
 2. Pasta

3. Any grain product, such as bread, breakfast cereal or baked goods prepared without Haram ingredients
 4. All vegetables and fruit: raw, dried, frozen or canned.
 5. All vegetables and fruit cooked or served with water, butter, or vegetable oils
 6. Milk
 7. Yogurt, cheese and ice cream made with bacterial culture or microbial enzymes, e.g. microbial rennet
 8. Seafood
 9. Eggs
 10. Nuts, seeds
 11. Peanut Butter
 12. Tofu
 13. Dried beans and peas
- Proposed menus shall be submitted upon request of the Insurance Commission. Food tasting shall be conducted during the ocular inspection;
 - Actual menus shall be subject to the approval of the Insurance Commission; and
 - The service provider shall provide a different function room from the training room for the reception dinner.

III. Payment Scheme

The payment for the service rendered shall be made within fifteen to thirty (15-30) days upon issuance of billing statement of the service provider and the corresponding Certificate of Satisfactory Service by the Insurance Commission. Payment shall be made through Landbank of the Philippines (LBP) Check.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages and termination of the contract under RA No. 9184, without prejudice to other legal remedies available.

IV. 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. Business Permit/Mayor's Permit
4. Bureau of Internal Revenue (BIR) Tax Registration
5. Latest Income/Business Tax Return
6. 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 lease of venue will be undertaken in accordance with Section 53.10 and Annex H of the 2016 RIRR of RA No. 9184. IC shall issue corresponding Notice of Award, Notice to Proceed and Contract Agreement to the most responsive bidder.


REVELYN R. MOJICA
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 AITRI- Toronto Centre Workshop on Self-Assessment on IAIS Insurance Core Principles**, 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 AITRI- Toronto Centre Workshop on Self-Assessment on IAIS Insurance Core Principles Note: 1. Total Cost should not exceed ABC of Eight Hundred Thousand Pesos (PhP800,000.00) 2. Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	PhP

***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