



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 – Cebu City, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	One (1) Year Lease of Office Space for IC Cebu District Office
<b>REFERENCE NO./RIS NO.</b>	2018-02-120
<b>LOCATION</b>	Cebu City
<b>APPROVED BUDGET FOR THE CONTRACT</b>	1. Php54,163.91/month inclusive of VAT 2. Share in Monthly Security Guard Services – not to exceed Php5,000.00 inclusive of VAT
<b>DELIVERY PERIOD</b>	On or before 16 May 2018
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	07 March 2018, 12:00 NN

The open quotation with the enclosed Reply Slip may be submitted personally, through mail or email not later than **12:00 NN, 07 March 2018** to the Administrative Division to the contact information below:

**Contact person:** Ms. Crescencia R. Gatchalian, IC Supervising Administrative Officer  
**Office Address :** 2<sup>nd</sup> 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](mailto:cr.gatchalian@insurance.gov.ph)

**LORNA D. DE LEON**  
 IC Division Manager  
 Administrative Division

27 February 2018

## **TERMS OF REFERENCE**

### **Lease of Office Space – Cebu District Office**

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#### **I. Overview**

The Insurance Commission is providing this Technical Specification/Terms of Reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Cebu District Office, in compliance with the 2016 Revised IRR of R.A. No. 9184 otherwise known as the Government Procurement Reform Act.

#### **II. Objective**

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Cebu District Office, specifically intended to serve the populace of Cebu and nearby provinces. The said Office should be accessible to the public and to the Insurance Companies who are residing or situated in the said area.

#### **III. Location**

The location of the office space to be leased must be strategically located within the Cebu City proper. The District Office should be accessible to the commuting public.

#### **IV. Space Requirement**

The total office space requirement (useable) should be at least One Hundred to One Hundred Five Square Meters (100 to 105 sq.m.). Proposed space with larger area shall be accepted provided that the excess shall be given free.

#### **V. Security and Safety**

The Lessor shall provide at least two (2) Security Guards to ensure the security of the IC employees, clients and visitors as well as the properties of IC.

#### **VI. Term of Lease**

The term of lease of contract shall be for a period of one (1) year to commence on 16 May 2018.

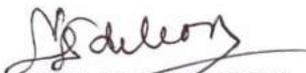
**VII. Documentary Requirements**

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return

**VIII. Other Provisions that Shall be Included in the Contract**

- a. Leasehold improvements shall be allowed subject to prior written approval of the Lessor;
- b. Any movable structures installed by IC can be removed if the office space is vacated;
- c. The Lessor shall provide at least two (2) rest rooms for the exclusive use of IC personnel, clients and visitors.

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.

  
**LORNA D. DE LEON**  
IC Division Manager  
Administrative Division

27 February 2018

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.:** \_\_\_\_\_  
**Phil-GEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the **Small Value Procurement for One (1) Year Lease of Office Space for IC Cebu District Office (Ref. No.: RIS No. 2018-02-120)**, I/WE quote you on the items at prices noted below:

Item and Description	Total Cost
One (1) Year Lease of Office Space for IC Cebu District Office	
Approved Budget for the Contract: Php 54,163.91/mo. inclusive of VAT	
Share in Monthly Security Guard Services – not to exceed Php5,000.00 inclusive of VAT	
Note: 1. Total cost should not exceed the ABC 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges	

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's/Business Permit
- B. Income/Business Tax Return
- C. Proof of Phil-GEPS Registration Number

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_  
Date : \_\_\_\_\_