



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 for IC Cebu District Office**, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Lease of Office Space for IC Cebu District Office
<b>REFERENCE NO./RIS NO.</b>	2018-10-339
<b>LOCATION</b>	Mandaue City or Cebu City
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>LOT 1:</b> PHP 100,000.00 per month, inclusive of VAT  <b>LOT 2:</b> PHP 120,000.00 per month, inclusive of VAT
<b>DELIVERY PERIOD</b>	<b>LOT 1:</b> From 16 November 2018 until 31 December 2018  <b>LOT 2:</b> From 1 January 2019 until 31 December 2021
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	19 October 2018; 12:00 NN

The open quotation may be submitted personally, through mail or electronic mail (e-mail), not later than **19 October 2018; 12:00 NN** to this Commission's **Administrative Division - General Services Section** through the contact information provided below:

**Contact Person:** Ms. Cresencia R. Gatchalian  
 IC Supervising Administrative Officer  
**Office Address:** 2/F Insurance Commission Building  
 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** (+632) 523-8462 to 70, local 120; or (+632) 524-3548  
**E-Mail:** cr.gatchalian@insurance.gov.ph

**ALWYN FRANZ P. VILLARUEL**  
 Officer-in-Charge  
 Administrative Division



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

**TERMS OF REFERENCE**  
**Lease of Office Space for IC Cebu District Office**

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**I. OVERVIEW**

The Insurance Commission is providing these Technical Specifications/Terms of Reference that expressly stipulate the space and technical requirements relative to the lease of office space for its Cebu District Office, in compliance with the provisions of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act (GPRA), and its 2016 Revised Implementing Rules and Regulations (IRR).

**II. OBJECTIVE**

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Cebu District Office, which is intended to serve the insuring public, pre-need and health maintenance organization (HMO) customers, and the insurance companies, pre-need companies, and HMOs located in Cebu and/or nearby provinces. The said Office should be accessible to the general public, insurance and pre-need companies, and HMOs that are residing or have offices in Cebu and/or nearby provinces.

**III. LOCATION**

The office space should be strategically located within **MANDAUE CITY** or **CEBU CITY**. Said office space should likewise be accessible to the commuting public.

**IV. SPACE REQUIREMENT**

The total usable office space requirement should be between **ONE HUNDRED SEVENTY TO TWO HUNDRED SQUARE METERS (170-200 SQ. M.)**.

**V. TERMS OF LEASE**

The terms of the lease shall consist of two (2) lots, as follows:

- **LOT 1:** From 16 November 2018 until 31 December 2018; and
- **LOT 2:** From 1 January 2019 until 31 December 2021.

## **VI. APPROVED BUDGET FOR THE CONTRACT (ABC):**

The ABC shall likewise consist of two (2) lots, which correspond to the terms of the lease discussed in Part V of these TOR, as follows:

- **LOT 1:** One Hundred Thousand Pesos (PHP 100,000.00) per month, inclusive of Value Added Taxes (VAT); and
- **LOT 2:** One Hundred Twenty Thousand Pesos (PHP 120,000.00) per month, inclusive of Value Added Taxes (VAT).

## **VII. DOCUMENTARY REQUIREMENTS**

The Bidder is required to submit the following documents together with the quotation/bid:

1. Mayor's/Business Permit;
2. Proof of PhilGEPS Registration (i.e. Registration Number); and
3. Income/Business Tax Return.

## **VIII. OTHER PROVISIONS**

The following provisions shall be included in the lease contract:

1. The Lessee shall be allowed to introduce improvements to the leased premises, subject to prior written approval of the Lessor;
2. Any movable structures installed by the Lessee can be removed when the leased premises are vacated; and
3. The Lessor shall provide at least one (1) comfort room for the exclusive use of IC Cebu District Office personnel, clients, and visitors.

This Commission 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.

  
**ALWYN FRANZ P. VILLARUEL**  
Officer-in-Charge  
Administrative Division

17 October 2018