



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



**REQUEST FOR QUOTATION**

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):

Item and Description	Quantity And Unit	Approved Budget for Contract
<p><b>Lease of Venue (including use of function room, accommodations and meals) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Insurance Commissioner (P.R. 2018-07-239 )</b></p> <p><i>Refer to the Terms of Reference for detailed specifications.</i></p>	1 Lot	<b>Two Hundred Seventy Two Thousand Pesos (Php272,000.00)</b>

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 noon of 10 July 2018** at the following address:

Contact Person : Ms. April Daisy A. Lopez or Ms. Loida R. Zaragosa  
 Telephone Numbers : (02) 523-8461 to 70 local 113 or 110 / (02) 525-2015  
 Email Address : [ada.lopez@insurance.gov.ph](mailto:ada.lopez@insurance.gov.ph) or [lr.zaragosa@insurance.gov.ph](mailto:lr.zaragosa@insurance.gov.ph)  
 Place of Submission : Insurance Commission Building  
 1071 United Nations Avenue, Manila

**ATTY. DENIS C. CABUCOS**  
 Legal Liaison Officer  
 Office of the Insurance Commissioner

Notes:

1. All entries must be typewritten. Handwritten proposals will not be accepted.
2. All pages must be signed.
3. Project implementation shall be from 22 to 24 August 2018
4. Price validity shall be for a period of one hundred twenty (120) calendar days.  
Price quotation/s, to be denominated in the Philippine Peso, shall include all taxes, duties and/or levies payable.

Item No.	Item and Description	Quantity	Approved Budget	Amount
1	<p><b>Lease of Real Property/Venue (including food, function room, and accommodations) for the Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (P.R. No. 2018-07-239)</b></p> <p><u>TECHNICAL SPECIFICATIONS</u></p> <p>1. Dates: <b>22 to 24 August 2018</b></p> <p>2. Location: Preferably Batangas or Tagaytay</p> <p>3. Minimum Number of Participants: Twenty Eight (28) pax</p> <p>4. Function Room Set-Up: Classroom type</p> <p>5. Accommodation: Guaranteed air-conditioned rooms (with private toilet and bathroom per room), accommodation for three (3) days and two (2) nights for twenty eight (28) participants, with <i>One(1) Single occupancy room</i> (for 1 participant), <i>Twin or Triple sharing rooms</i> (for 27 participants, (<u>12 MALE, 15 FEMALE</u>).</p> <p>6. Meals: a. Day 1: Buffet Lunch, PM Snack, Buffet Dinner b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner c. Day 3: Buffet Breakfast and Buffet Lunch</p> <p><b>7. Please see Terms of Reference for specific details.</b></p>	1 Lot	PhP 272,000.00  (inclusive of 12% VAT and all other applicable taxes and charges)	
<b>TOTAL AMOUNT</b>				<b>Php272,000.00</b>

After having carefully read and accepted your General Conditions, I/we quote you on the item at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name and Designation

\_\_\_\_\_  
Telephone No. and Email Address

## TERMS OF REFERENCE

**Lease of Real Property/Venue (including use of function room, accommodations and meals) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (IC).**

### I. Scope of Work

The Service provider should be able to provide the function room and facilities/amenities, accommodations and meals with the following specifications:

#### A. General Requirements

- Price quotation for three (3) days and two (2) nights.
- Inclusive dates: 22-24 August 2018 (Wednesday to Friday)
- Location: Preferably Batangas or Tagaytay
- Guaranteed number of participants: **Twenty Eight (28) pax**
- Free parking space for all participants, bus services and official IC vehicles.
- Free shuttle service within the vicinity.
- Accommodations, meals, use of function room, facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants
- **Rates/Quotations should be in Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.**

#### B. Specific Requirements

##### ✓ Function Room

Air-conditioned function room with the following minimum specifications and/or requirements:

- Use of function room from 8:00AM to 5:00PM for two (2) days
- Classroom type set-up for **Twenty Eight (28) participants** (with chairs and tables)
- With audio and video system and at least two (2) microphones
- Wide screen for LCD projector. Should IC bring LCD projector/s and microphones, electricity charge for the said equipment is **free or waived**.
- Whiteboard, markers and eraser
- Notepads and pencils for all participants
- Free-flowing coffee and drinking water, candies/chocolates, nuts/chips
- Complimentary Wi-Fi access
- Restrooms for female and male located near the function room

### C. Meals

Requirements for meals shall include the following:

#### 1. Schedule

##### Day 1:

- ✓ Buffet Lunch, PM Snack and Buffet Dinner

##### Day 2:

- ✓ Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner
- ✓ Schedule of food servicing shall be provided by IC.

##### Day 3:

- ✓ Buffet Breakfast and Buffet Lunch
- ✓ Schedule of food servicing shall be provided by IC.

2. Proposed menus must be attached to the proposal.

3. Actual menus shall be subject to the approval of the Insurance Commission.

### D. Accommodations (Rooms)

Requirements for accommodations shall include the following:

- ✓ Accommodations for three (3) days and two (2) nights
- ✓ Guaranteed air-conditioned rooms(with private toilet and bathroom per room) for Twenty Eight (28) participants, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone sytem, WiFi access, strong signal reception for mobile phones, closet, safety vault, refrigerator, mini-bar, coffee and tea making machine, hot and cold water supply with daily replenishment of bath towels, slippers, toiletries and complimentary bottled water for each guest/participant.

No. of employees		Room	Type
Insurance Commissioner	1	1	Single Occupancy
Male (12)	12	6 twin or 4 triple	Twin/Triple Occupancy
Female (15)	15	5 triple or 6 twin & 1 triple	Twin/Triple Occupancy
<b>TOTAL</b>	<b>28</b>		

- ✓ Bed configuration for twin/triple occupancy rooms should be two (2) double (plus extra bed)/queen/king-sized beds (no double decks or floor mattresses).

#### **Additional Accommodation Requirements:**

- ✓ Upon check-in of participants, the staff of the service provider shall assist in transferring the luggage of guests/participants to their assigned rooms once available;
- ✓ Complimentary use of facilities/amenities such as swimming pool and outdoor social area/ground in the hotel;
- ✓ With strong signal reception for mobile phones in all areas of the hotel premises; and
- ✓ Complimentary Wi-Fi access in all areas of the hotel premises.

#### **E. Emergency/Back-up Power Generator**

- ✓ The venue must have a standby/back-up electrical system in case of power outage during the event.

#### **II. Approved Budget for the Contract**

The Approved Budget for Contract (ABC) is **Two Hundred Seventy Two Thousand Pesos (Php 272,000.00)**, inclusive of 12% VAT and all other applicable taxes and charges.

#### **III. Mode of Procurement**

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

Service Provider must be registered at the Philippine Electronic Government Procurement System (PHILIGEPS).

#### **IV. Evaluation and Selection Criteria**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue provided under Annex H - Appendix B (C) of the 2016 RIRR of RA No. 9184.

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.



## V. Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

1. Business Permit (Mayor's Permit)
2. Latest Income/Business Tax Return
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statement

*Rates/Quotations should be in Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days and shall not be subject to change/increase during the implementation of the contract.*

## VI. Payment Scheme

The payment for the service rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and the 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

**ATTY. DENIS C. CABUCOS**

Legal Liaison Officer

Office of the Insurance Commissioner

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Information** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration/  
Organization No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Lease of Venue (including activity venues, accommodations and meals) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (PR No. 2018-07-239), I/We quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost
<p>Lease of Venue (including use of function room, accommodations and meals) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission on 22 to 24 August 2018.</p> <p>Note:</p> <ul style="list-style-type: none"><li>• Total cost should not exceed ABC of Two Hundred Seventy Two Thousand Pesos (Php272,000.00)</li><li>• Total cost is inclusive of 12% VAT and all other applicable taxes and charges.</li></ul>	1 Lot	Php

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

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