



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



**REQUEST FOR QUOTATION**

Date: 11 June 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):

Item and Description	Quantity and Unit	Approved Budget for Contract
<p>lease a Real Property/Venue (including food, function room, and accommodations) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group</p> <p>Refer to the Terms of Reference for detailed specifications</p>	1 Lot	Three Hundred Fifteen Thousand Pesos (PhP315,000.00)

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 **12:00 Noon of 18 June 2018** at the following address:

Contact Person : **Angeli Ronica C. Buenviaje**  
 Telephone Numbers : **(02) 5257521, 5238461 to 70**  
 Email Address : **arc.buenviaje@insurance.gov.ph**  
 Place of Submission : **2F Insurance Commission Building**  
**1071 UN Avenue, Manila**

**MA. VICTORIA Y. PERALTA**  
 Officer-In-Charge  
 Technical Services Group

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 4 – 6 July 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.

**REPLY SLIP**

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

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including food, function room, and accommodations) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission.** I/We quote you on the items at prices noted below:

Item and Description	Quantity and Unit	Approved Budget for Contract
<b>lease a venue (including food, function room, and accommodations) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group</b>	1 Lot	PhP
Refer to the Terms of Reference for detailed specifications		

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

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

Item No.	Item and Description	Quantity	Approved Budget	Amount
1	<b>Lease of Real Property/Venue (including food, function room and accommodations) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission</b> <u>TECHNICAL SPECIFICATIONS</u> <ol style="list-style-type: none"> <li>1. Dates: 4-6 July 2018</li> <li>2. Location Baguio</li> <li>3. Minimum No. of Participants 45 participants</li> <li>4. Function Room Set-Up: Classroom type</li> <li>5. Accommodation: Guaranteed air-conditioned room, accommodation for three (3) days and two (2) nights for 45 participants with one (1) single occupancy, fifteen (15) triple sharing Meals:               <ol style="list-style-type: none"> <li>a. Day 1: Buffet Lunch, PM Snack, Buffet Dinner</li> <li>b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner</li> <li>c. Day 3: Buffet Breakfast, AM Snack</li> </ol> </li> <li>6. Please see Terms of Reference for specific details.</li> </ol>	1 lot	Php 315,000.00	
<b>TOTAL AMOUNT</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 food, function room, and accommodations) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission**

#### **I. Scope of Service**

The service provider should be able to provide a conference room, function room, accommodations, and other basic facilities, with the following specifications:

##### **A. General**

1. Inclusive dates: 4-6 July 2018;
2. Location: Baguio
3. Guaranteed number of participants: 45 pax;
4. Free Parking Space for all participants, bus services and official IC vehicles
5. Free shuttle service within the vicinity
6. Two (2) complimentary tarpaulins: Welcome banner with size 3ft x 5ft and Event Backdrop with size 4ft x 7ft;
7. Accommodations, meals, and use of facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants; and
8. Rates/Quotations should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred (120) calendar days.

##### **B. Venue for the Activities**

###### **Conference/Function Room**

Air-conditioned conference/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 45 participants (with chairs and tables)
- With audio and video system and at least two (2) microphones
- Wide screen and LCD projector
- Whiteboard, markers, and erasers
- Notepads and pencils for all participants
- Free flowing coffee, tea and drinking water
- Free candies/candy mints
- Wi-Fi connection

### **C. Meals**

Requirement for meals shall include the following:

1. Meal Schedule

- **Day 1:**  
Buffet Lunch, PM Snack, and Buffet Dinner
- **Day 2:**  
Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner
- **Day 3:**  
Buffet Breakfast, AM Snack

2. Free Flowing coffee and tea, with provision for water station, throughout the function.
3. Proposed menus must be attached to the proposal. Food tasting shall be conducted during the ocular inspection.

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

### **D. Accommodations (Rooms)**

Requirements for accommodations shall include the following:

1. Accommodations for three (3) days and two (2) nights
2. Guaranteed air-conditioned rooms, with basic hotel room facilities including but not limited to: beddings, television, telephone, closet, safety vaults, refrigerator, toilet and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply; and complimentary bottled for each guest.
3. Room allocations:
  - **One (1) single Occupancy for IC Official with king-sized beds**
  - **Triple sharing: 11 Male Employees and 33 Female Employees**
  - **Bed configuration for triple sharing (single bed each)**

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

The Approved Budget for Contract (ABC) is **Three Hundred Fifteen Thousand Pesos (Php315,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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

The procurement through Lease of Real Property/Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of 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).

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

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue under Annex H - Appendix B © of the 2016 RIRR of Republic Act No. 9184. Ocular inspection shall be conducted by representatives from the Insurance Commission.

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. Proof of PhilGEPS Registration
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement

### **VI. Payment Scheme**

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

  
**MA. VICTORIA Y. PERALTA**  
Officer-In-Charge  
Technical Services Group