



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



REQUEST FOR QUOTATION

Date: 9 March 2017

The Insurance Commission intends to **lease a venue (including food, function room, and activity facilities) for the 2018 Insurance Commission Employees' Welfare Association (ICEWA) 26th Anniversary.**

The lease of venue shall be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise, known as the Government Procurement Act.

In this regard, IC invites all qualified suppliers to submit their proposals not later than **12:00NN on 14 March 2018** for all items described under the attached Terms of Reference.

Suppliers shall use the attached Reply Slip Form for their price quotations and submit the same through facsimile or email at the address and contact numbers indicated below:

Contact Persons	:	Edna G. Bernales Desiree Fatima P. Santiago
Telephone Numbers	:	(02) 5257521
Email Address	:	eg.bernales@insurance.gov.ph dfp.santiago@insurance.gov.ph
Place of Submission	:	Insurance Commission 1071 UN Avenue, Manila


EDNA G. BERNALES
President
Insurance Commission Employees'
Welfare Association (ICEWA)

TERMS OF REFERENCE

Lease of Venue (including food, function room, and activity facilities) for the Insurance Commission Employees' Welfare Association (ICEWA) 26th Anniversary

I. Scope of Service

The service provider should be able to provide food, function room and activity facilities, venues and transportation service with the following specifications:

General Requirements

1. Price quotations for one whole day;
2. Event date: Friday, April 6, 2018;
3. Location: Laguna, Cavite, Pampanga, and Metro Manila;
4. Guaranteed number of participants: 220 pax
5. Venue should have spacious grounds that can accommodate 220++ persons during team activities
6. Free parking space for all participants;
7. Two (2) complimentary tarpaulins: Welcome banner with size 3ft x 5ft and Event Backdrop with size 4ft x 7ft;
8. 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
9. 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.

Specific Requirements

A. Venue for the Activities

The service provider shall provide venues for various activities during the duration of the event. The opening ceremony, team building activities, including banquets, shall be conducted in an outdoor area. However, in case of bad weather conditions, activities shall be conducted in a function room. Rates should be inclusive of 12% VAT and all other . Below are the minimum requirements:

1. Outdoor Area
 - Spacious area that can accommodate minimum 220++ pax and with provision for tent for opening ceremony, banquets;
 - Complimentary "Welcome" banner;
 - Complimentary use of other facilities and amenities which may include but is not limited to park rides

- Venues for activities should have nearby comfort rooms, at least one (1) for male and one (1) for female
- For Opening Ceremony:
 - Venue for opening ceremony can serve as the venue for banquets;
 - Should be near team building facilities;
 - Round table set-up for Secretariat and registration;
 - With provision for audio/PA system and at least two (2) microphones guaranteed available;
 - Provision for LCD projector and wide screen
 - With stage set-up and design (if applicable)
- For team building activities:
 - Free use of team building facilities including equipment, materials and other logistical requirements
 - With moderators/facilitators
 - With water station in team building activities; and
 - With stand-by medical team/facility

2. Function Room (in case of bad weather conditions)

- Guaranteed air-conditioned function room with round table set-up for a minimum 220++ pax, with enough space to accommodate group breaks;
- Separate table set-up for registration and Secretariat;
- With elevated stage;
- With lighting and audio/PA system and at least two (2) microphones guaranteed available during the activities;
- With LCD projector and wide screen;
- With facility for emergency power back-up
- Whiteboard, markers and erasers;
- Complimentary pads and pencils for each participants; Free flowing coffee/tea and drinking water;
- Free mints/candies; and
- With Wi-Fi connection

B. Meals

Requirement for meals shall include the following:

- Am snacks, managed buffet lunch and Pm snacks
- Proposed menus must be attached to the proposal. Food tasting shall be conducted after contract signing.
- Actual menus shall be subject to the approval of the Insurance Commission.

C. Transportation Service

The service provider shall provide transportation service for a minimum of 220++ pax, with the following requirements:

1. Preferred transportation is fully air-conditioned bus with reclining comfort seats and no aisle/center/jump seats;
2. Equipped with functional audio and video system;
3. The transportation service shall arrive at the IC Office (pick-up point) at least one (1) hour before the expected departure time (IC Office to venue)
4. The transportation service shall arrive at the venue at least one (1) hour before the expected departure time (Venue to IC Office)
5. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges including but not limited to:
 - Driver's fee
 - Driver's meal
 - Fuel expenses
 - Toll fee/s
 - Parking fee/s
 - Passenger Insurance

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is **One Million Three Hundred Thousand Pesos (Php1,300,000.00)** inclusive of 12% VAT and all other applicable taxes and charges (All applicable taxes shall be withheld by the procuring entity).

III. Mode of Procurement

The mode shall be Lease of Real Property/Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

IV. Evaluation and Selection Criteria

Bid proposals shall be subject to the rating factors for lease of venue under Appendix C of the RIRR of Republic Act No. 9184. Ocular inspection shall be conducted by representatives from the Insurance Commission.

V. Awarding of Contract

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

1. Registration Certificate from SEC for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration;
2. Business Permit (Mayor's Permit);

3. Business Tax Return;
4. PhilGEPS Registration; and
5. Omnibus Sworn Statement

VI. Payment Scheme

Upon perfection of the contract, full payment of the contract price shall be made on the day of the event.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.



EDNA G. BERNALES

President

Insurance Commission Employees'

Welfare Association

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 activity facilities for the Insurance Commission Employees' Welfare Association (ICEWA)**, I/We quote you on the items at prices noted below:

Item and Description	Quantity and Unit	Total Cost
Lease of Venue (including food, function room and activity venues for the ICEWA 26th Anniversary Note: <ul style="list-style-type: none">• Total cost should not exceed ABC of One Million Three Hundred Thousand Pesos (Php1,300,000.00)• Total cost is inclusive of 12% VAT and all other applicable taxes and charges	1 lot	

Signature Over Printed Name of Supplier/Authorized Representative

Position : _____
Date : _____