



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




## REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the Lease of Venue for 2018 IC Tenpin Bowling Tournament, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Lease of Venue for the 2018 IC Tenpin Bowling Tournament
<b>REFERENCE NO./PR NO.</b>	2018-03-034
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Php62,400.00 inclusive of 12%VAT
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	March 13, 2018, 12:00 Noon

The open quotation may be submitted personally, through mail or email not later than **12:00 NN, March 13, 2018** to the Statistics Division to the contact information below:

**Contact person:** Mr. Emmanuel M. Labrador, ICEWA Vice President  
**Office Address :** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** 523-8462 to 70 loc. 122  
**E-mail:** [em.labrador@insurance.gov.ph](mailto:em.labrador@insurance.gov.ph)

  
**EDNA G. BERNALES**  
ICEWA, President

8 March 2018

## **TERMS OF REFERENCE**

### Lease of Venue for the 2018 IC Tenpin Bowling Tournament

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#### **I. PROJECT**

Lease of Venue of Tenpin Bowling Tournament (including rental of bowling shoes).

#### **II. SCOPE OF WORK**

The Service provider should be able to provide bowling venue, bowling shoes and other basic facilities and amenities, with the following specifications:

##### **General**

1. Price quotation for three (3) day event
2. Preferred schedule
  - Monday, 2 April; Tuesday, 3 April and Wednesday 4 April 2018;
  - Should the Bowling Venue be fully booked on the above dates, please indicate dates with no reservations yet;
3. Location should be within Metro Manila, approximately within thirty (30) minutes to 1 hour away from the Insurance Commission;
4. Venue should be spacious that that can accommodate 80++ persons during the activity; and
5. Price quotation/s, to be denominated in the Philippine Peso and should be inclusive of 12% VAT and all other applicable taxes and charges.

#### **III. SPECIFIC REQUIREMENTS**

The service provider shall provide venue for the Tenpin Bowling Tournament in the duration of the event. Rates should be inclusive of 12% VAT and all other applicable taxes and charges. The company may also propose venues for the activities. Below are the minimum requirements:

- Spacious venue that can accommodate minimum of 80++ pax;
- Complimentary use of other facilities and amenities;
- For Opening Ceremony:
  - Venue for opening ceremony;
  - Long table set-up for Secretariat and registration;
  - With provision for audio/PA system and at least two (2) Microphones guaranteed available;

#### **IV. DOCUMENTATION REQUIREMENTS**

1. Registration Certificate from SEC for Corporation, 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); and
3. Tax Registration

#### **V. APPROVED BUDGET**

The Approved Budget for the Contract (ABC) is Sixty Two Thousand Four Hundred Pesos (Php62,400.00), inclusive of 12% VAT. Proposal exceeding the ABC shall not be considered.

The Insurance Commission will not be responsible for any costs or expenses to be incurred by your company in connection with the preparation of your proposal.

For inquiries, please contact Mr. Emmanuel M. Labrador, ICEWA Vice President at 5257521 or 5235461 to 70 local 122.

Very truly yours,



**EDNA G. BERNALES**  
ICEWA President

8 March 2018