



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered lessors to participate and submit their *lowest price* quotation on the Lease of Office Space for IC Davao District Office, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Office Space for IC Davao District Office.
REFERENCE NO.	2019-05-033
LOCATION	Davao City
APPROVED BUDGET	Php 787,000.00 for the 1 st Year; Php 647,000.00 for the 2 nd year; and Php 680,000.00 for the 3 rd year
LEASE PERIOD	<u>LOT 1:</u> From 01 December 2019 until 30 November 2022
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	12:00 Noon, 12 November 2019 (Tuesday)

The quotation should be submitted personally, by mail or email not later than **12:00 Noon**, 12 November 2019 to the Administrative Division-General Services Section through the contact information below:

Contact Person : Mr. Crisostomo O. Ferrer
IC Administrative Officer III, Administrative Division
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos. : 8534-8461 to 70 loc. 120, 8524-3548
E-mail : co.ferrer@insurance.gov.ph


REVELYN R. MOJICA
Division Manager
Administrative Division

TERMS OF REFERENCE

Lease of Office Space - Davao District Office

I. Overview

The IC is providing this Technical Specification/Terms of Reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Davao District Office, in compliance with the 2016 Revised IRR of R.A. No. 9184 otherwise known as the Government Procurement Reform Act.

II. Objective

To lease an office space that meets the space requirements and conditions of the ICDavao District Office, specifically intended to serve the populace of Davao and nearby provinces. The said Office should be accessible to the public and stakeholders who are residing or situated in the said area.

III. Location

The location of the office space to be leased must be strategically located within the Davao City proper. The District Office should be accessible and visible to the commuting public.

IV. Space Requirement

The total office space requirement (useable) should be at least ONE HUNDRED TWENTY Square Meters (120 sq. m.). Proposed space with larger area shall be accepted provided that the excess shall be given free of charge.

V. Parking Requirement

The office building must have at least a common parking space/area and one (1) reserved parking space for the exclusive use of the IC Vehicles, employees, clients and visitors of IC.

VI. Term of Lease

The term of the lease contract shall be for a period of three (3) years which will commence on 01 December 2019 until 31 November 2022.

VII. Technical Specification

The building must have the following facilities:

- 1.) Sufficient electrical fixtures, lighting fixtures and convenience outlets;
- 2.) The building must have sufficient provision for the electrical system and installation of for air-conditioning units;
- 3.) Fire/emergency exits;
- 4.) Provision for personnel comfort room (CR) with lavatory; and
- 5.) The Lessor shall provide for free and adequate space for the installation of signages.

VIII. Documentary Requirements

- 1.) Mayor's/Business Permit
- 2.) Proof of PhilGEPS Registration Number
- 3.) Latest Income/Business Tax Return
- 4.) Business registration (SEC,DTI,CDA)
- 5.) Omnibus Sworn Statement (attached template)

IX. Other Provisions that shall be included in the Contract

- 1.) Leasehold improvements shall be allowed prior to written approval of the Lessor;
- 2.) Any movable structures installed by the IC shall be removed at the discretion of the agency if the office space is vacated;
- 3.) The Lessor shall provide at least one (1) rest room for the exclusive use of IC personnel, clients and visitors;
- 4.) Advance Payment and Security Deposit for the proposed lease of the premises shall not exceed one (1) month advance rent and three (3) months security deposit; and
- 5.) Incremental increase on the rental fees shall not exceed 5% increase on the basic monthly rental fee, per fiscal year.

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.


REVELYN R. MOJICA
Division Manager
Administrative Division



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REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms and Reference (TOR) for the **Lease of Office Space for Insurance Commission Davao District Office**, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Total Cost
1	lot	Lease of Office Space for Insurance Commission Davao District Office from 01 December 2019 until 31 November 2022 Approved Budget for the Contract Php51,397.50/month for 2019 Php53,316.67/month for 2020 Php56,666.67/month for 2021	
Note: 1. Total cost should not exceed ABC 787,000.00 (Php) for the 1 st year. 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.			

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- 1.) Mayor's/Business Permit
- 2.) Proof of PhilGEPS Registration Number
- 3.) Latest Income/Business Tax Return
- 4.) Business registration (SEC,DTI,CDA)
- 5.) Omnibus Sworn Statement (attached template)

Signature Over Printed Name of Supplier/
Authorized Representative
Position: _____
Date : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded project