



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
Lease of Venue (including use of function room, accommodations and meals) for the 2020-2022 Functional Group Planning and Budgeting Activity of the Office of the Insurance Commissioner (P.R. 2019-07-219) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	Two Hundred Thirty Eight Thousand Three Hundred Ninety Five Pesos (Php238,395.00)

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 22 July 2019** at the following address:

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


ATTY. RENE PAOLO G. MABOLO
Division Manager

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 14 to 16 August 2019
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>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. 2019-07-219)</p> <p><u>TECHNICAL SPECIFICATIONS</u></p> <p>1. Dates: 14 to 16 August 2019</p> <p>2. Location: Baguio</p> <p>3. Minimum Number of Participants: Twenty Seven (27) 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 seven (27) participants, with <i>One(1) Single occupancy room</i> (for 1 participant), <i>Fourteen (14) Twin sharing rooms</i> (for 26 participants).</p> <p>6. Meals: a. Day 1: Buffet Lunch and Buffet Dinner b. Day 2: Buffet Breakfast, Buffet Lunch, and Buffet Dinner c. Day 3: Buffet Breakfast and Buffet Lunch</p> <p>7. Please see Terms of Reference for specific details.</p>	1 Lot	(inclusive of 12% VAT and all other applicable taxes and charges)	
TOTAL AMOUNT				Php238,395.00

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 2020-2022 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: 14-16 August 2019 (Wednesday to Friday)
- Location: Baguio
- Guaranteed number of participants: **Twenty Seven (27) 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
- Classroom type set-up for **Twenty Seven (27) 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 and Buffet Dinner

Day 2:

- ✓ Buffet Breakfast, Buffet Lunch and Buffet Dinner

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 Seven (27) 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/Female	26	14	Twin Occupancy
TOTAL	27		

- ✓ Bed configuration for twin/triple occupancy rooms should be two (2) double or queen-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 Thirty Eight Thousand Three Hundred Ninety Five Pesos (Php 238,395.00)**, 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 (PhilGEPS).

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 and/or Certificate of Tax Registration issued by the Bureau of Internal Revenue
3. Proof of PhilGEPS Certificate of Registration and/or Certificate Number
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.

ORIGINAL SIGNED

ATTY. RENE PAOLO G. MABOLO
IC Division Manager

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 2020-2022 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (PR No. 2019-07-219), I/We quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost
Lease of Venue (including use of function room, accommodations and meals) for the 2020-2022 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission on 14 to 16 August 2019. Note: <ul style="list-style-type: none">Total cost should not exceed ABC of Two Hundred Thirty Eight Thousand Three Hundred Ninety Five Pesos (Php238,395.00)Total cost is inclusive of 12% VAT and all other applicable taxes and charges.	1 Lot	Php

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 projects