



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 with the PHILGEPS, to submit their lowest price proposal/quotation for the item listed below, subject to the attached Terms of Reference (TOR):

Summary

Item and Description	Quantity and Unit	Approved Budget for Contract
lease of Real Property/Venue (including food, function room, and accommodations) for the Functional Group Planning and Budgeting Activity of the Technical Services Group	1 Lot	Four Hundred Twenty Five Thousand Seven Hundred Sixty Pesos (PhP425,760.00)
Refer to the Terms of Reference for detailed specifications		

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 19 July 2019** at the following address:

Contact Person : **Desiree Fatima P. Santiago**
Telephone Numbers : **(02) 5257521, 5238461 to 70**
Email Address : **dfp.santiago@insurance.gov.ph**
Place of Submission : **2F Insurance Commission Building
1071 UN Avenue, Manila**

GEORGE S. ONGKEKO, JR.
Deputy Insurance Commissioner
Technical Services Group

1. All entries must be typewritten. Handwritten proposals will not be accepted.
2. All pages must be signed.
3. Project implementation shall be from 7 – 9 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.

TERMS OF REFERENCE

Lease of Real Property/Venue (including food, function room, and accommodations) for the 2020-2022 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: 7-9 August;
2. Location: Batangas, Cavite
3. Guaranteed number of participants: 39 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, price per head shall be the same or less than that charge for 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:

- Use of function room from 8:00AM to 5:00PM for two (2) days
- Classroom type set-up for 39 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, Buffet Lunch

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 water for each guest.
3. Room allocations:
 - **One (1) single Occupancy for IC Official with king-sized bed**
 - **Bed configuration for triple sharing (single bed each) of 13 male and 25 female employees**

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is **Four Hundred Twenty Five Thousand Seven Hundred Sixty Pesos (Php425,760.00)** 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 with 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 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 by the 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 to Bidders for any expenses incurred in the preparation of their Quotation/Bid.



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Deputy Insurance Commissioner
Technical Services Group

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 2020-2022 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
lease a venue (including food, function room, and accommodations) for the 2020-2022 Functional Group Planning and Budgeting Activity of the Technical Services Group Refer to the Terms of Reference for detailed specifications	1 Lot	PhP

Signature Over Printed Name of Supplier/Authorized Representative

Position : _____
Date : _____

Item No.	Item and Description	Quantity	Approved Budget	Amount
1	Lease of Real Property/Venue (including food, function room and accommodations) for the 2020-2022 Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission <u>TECHNICAL SPECIFICATIONS</u> <ol style="list-style-type: none"> 1. Dates: 7-9 August 2019 2. Location Batangas, Cavite 3. Minimum No. of Participants 39 participants 4. Function Room Set-Up: Classroom type 5. Accommodation: Guaranteed air-conditioned room, accommodation for three (3) days and two (2) nights for 39 participants with one (1) single occupancy, (10) triple sharing (2) quad sharing Meals: <ol style="list-style-type: none"> a. Day 1: Buffet Lunch, PM Snack, Buffet Dinner b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner c. Day 3: Buffet Breakfast, AM Snack, Buffet Lunch 6. Please see Terms of Reference for specific details. 	1 lot	Php 425,760.00	
TOTAL AMOUNT				

After having carefully read and accepted your General Conditions, I/We submit our quote on the item at prices noted above.

Signature Over Printed Name and Designation

Telephone No. and Email Address

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