



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 PhilGEPS registered, to submit their price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<p>Lease of Venue (including use of function rooms, accommodations and meals) for Insurance Commission Strategic Planning Workshop for 2019 on 03-05 October 2018 (P.R. No. 2018-09-301)</p> <p><i>Refer to the Terms of Reference for detailed specifications.</i></p>	<p>1 Lot</p> <p>(54 pax)</p>	<p>Eight Hundred Ninety Thousand Pesos</p> <p>(PhP890,000.00)</p>

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 11 September 2018** at the following address:

Contact person : Mr. Jo-Dann N. Darong, IC Planning Officer III
Office Address : 2nd Floor, Insurance Commission Building
1071 United Nations Ave., Ermita, Manila
Telephone Nos. : (02) 534-8462 to 70 loc. 144; (02) 524-3548;
09175596738
E-mail Address : jdn.darong@insurance.gov.ph


DOROTHY M. CALIMAG
Deputy Insurance Commissioner
Management Support Services Group

TERMS OF REFERENCE (TOR)

Lease of Venue (including use of function room, accommodations and meals) for the Insurance Commission Strategic Planning Workshop for 2019 on 03-05 October 2018 (P.R. No. 2018-09-301)

I. Scope of Service

The service provider must be able to provide the function rooms, facilities/amenities, accommodations and meals, with the following specifications:

A. General Requirements include

1. Price quotation for three (3) days and two (2) nights.
2. Event date is on 03-05 October 2018 (Wednesday to Friday).
3. Preferred location is Tagaytay City, approximately 60.1km from IC Manila Office and approximately 1.5 to 2 hours travel time by land from Metro Manila via SLEX.
4. The Hotel or Venue must be near the center of Tagaytay City.
5. Guaranteed number of persons: 54 (fifty-four)
6. Free parking space for participants, bus services and official IC vehicles.
7. Free shuttle service within the vicinity.
8. Accommodations, meals, use of function room and other facilities/amenities, in case of additional participants, shall be at the same price or less than the regular participants.
9. Price quotation 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 twenty (120) calendar days.

B. Specific Requirements

B.1. Activity Venues/Areas

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

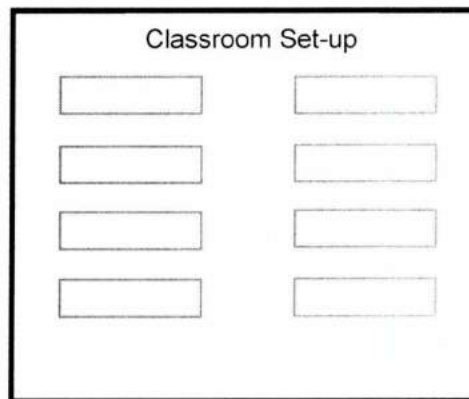
- a. Check-in and Luggage Drop-Off Counters
 - Table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and

luggage drop-off should be in the same floor where the function room is located.

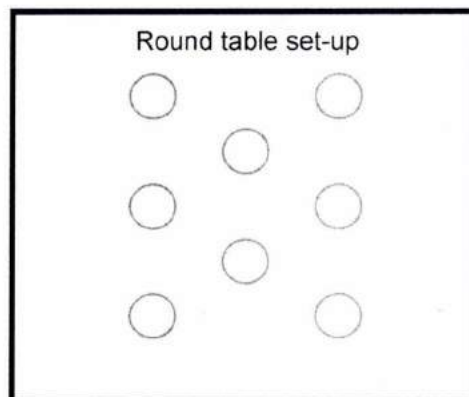
- Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms once available.
- Room keys shall be made available to IC Secretariat and/or distributed to the participants on Day 1.

b. Function Rooms

- Function room must be able to accommodate a minimum of fifty-four (54) pax with classroom set-up:



Area 1



Area 2

- Function Room shall have its designated area for planning session proper and area as meal venue for lunch and dinner.
- There should be available restrooms for male and female located inside and/or near the function room.
- There shall be a separate table set-up/area for the Secretariat.

- The following shall be available in the function room throughout the activity:
 - i. Whiteboard/flip chart, markers, pads and pen/pencils and mints/candies.
 - ii. One (1) wide screen for LCD Projector. Should IC bring LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
 - iii. Basic lights and audio/PA system including microphones.
 - iv. Reliable WiFi access/connection for 54 participants.

B.2. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 54 pax with the following minimum requirements:

- a. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, reliable WiFi access, closet, safety vault, refrigerator, mini-bar and coffee and tea making machine, 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. Room accommodations shall include complimentary use of hotel facilities (i.e. gym, fitness and pool).
- b. Room allocations:
 - i. For Top Management/Executives/VIPs
 - **7** Single Occupancy Rooms
 - These rooms must be near/adjacent to the assigned Function Room/s or Workshop Area.
 - ii. For Managers and Members of the Secretariat
 - **24** Twin-Sharing Rooms (Separate Beds)

B.3. Meals

- a. The service provider shall provide the following meal requirements for a minimum of 53 pax. The Meal Schedule is as follows
 - i. Day 1 (03 October 2018) Buffet Lunch, PM Snack, and Buffet Dinner
 - ii. Day 2 (04 October 2018) Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner
 - iii. Day 3 (05 October 2018) Buffet Breakfast, AM Snack, Buffet Lunch, and Packed PM Snack

- b. Inclusive of (1) round of iced tea/juice/soft drink.
- c. Free flowing coffee and tea, with provision for water station, throughout the function.
- d. There shall be a set-up of two-way buffet station.
- e. There shall be at least one (1) table designated for Executives/VIPs.

Please note: Meals shall be served in family style for the VIP Table and at least two (2) waiters shall be assigned for the said table.

- f. Venue for Meals
 - Breakfast shall be served in a restaurant located inside the hotel (accommodations)
 - Lunch and dinner shall be served in the Function Room.
- g. Preferred menu selection is Filipino cuisine.
- h. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
- i. Menu for the entire function shall be subject to the approval of the Insurance Commission.

II. 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 the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS) and submits all required documentary requirements.

III. 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

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IV. Awarding of Contract

The bidder with the Lowest Calculated Responsive Bid (LCRB) shall be required to submit **certified true photocopies** of the following documents:

1. Mayor's Business Permit
2. Proof of PhilGEPS Registration (Registration Number)
3. Certificate of Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return

The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

V. Payment Terms

The payment for the services rendered shall be made within thirty (30) days upon issuance of the 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 corresponding penalties/liquidated damages based on the Contract Price.


DOROTHY M. CALIMAG
Deputy Insurance Commissioner
Management Support Services Group

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 use of function room, accommodations and meals) for Insurance Commission Strategic Planning Workshop for 2019 (P.R. No. 2018-09-301)**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost in PhP
<p>Lease of Venue (including use of function room, accommodations and meals) for Insurance Commission Strategic Planning Workshop for 2019 (P.R. No. 2018-09-301)</p> <p><i>Refer to the Terms of Reference for detailed specifications and List of Requirements to be submitted.</i></p>	<p>1 Lot (54 pax)</p>	

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____