



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
<p>Procurement of Transportation Services (Tourist Bus) for the IC Strategic Planning Workshop (SPW) for 2019 on 3-5 October 2018.</p> <ul style="list-style-type: none">- Travel Dates: 3 October 2018 and 5 October 2018- No. of Passengers: 49 pax- Arrangement: Pick-up & Drop-off- Location: Tagaytay City <p><i>Refer to the Terms of Reference for detailed specifications.</i></p>	1 Lot	Forty-Five Thousand Pesos (PhP45,000.00)

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 26 September 2018** at the following address:

Contact person : Ms. Maesie Ann P. Bertumen, IC Administrative Officer I
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
E-mail : map.bertumen@insurance.gov.ph


GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division


TERMS OF REFERENCE

Procurement of Transportation Services (Tourist Bus) for the Insurance Commission (IC) Strategic Planning Workshop (SPW) for 2019 on 3-5 October 2018 (P.R. No. 2018-09-317)

I. Scope of Service

A. ITINERARY

DATE	ORIGIN	DESTINATION
03 October 2018 (Wednesday)	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila	ANYA RESORT TAGAYTAY Buenavista Hills Road Brgy. Mag-asawang Ilat Tagaytay City
05 October 2018 (Friday)	ANYA RESORT TAGAYTAY Buenavista Hills Road Brgy. Mag-asawang Ilat Tagaytay City	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila

B. PASSENGERS AND VEHICLE TYPE

ITEMS	1 TOURIST BUS
No. of Pax	49 Passengers
Arrangement	Pick-up & Drop-off only
Bus Features	<ul style="list-style-type: none"> • <i>At least 2016 Model</i> • <i>Fully air-conditioned</i> • <i>Reclining comfort seats (No center/aisle/jump seats)</i> • <i>Equipped with functional audio and video system</i>
Inclusions	<p><i>Quotation must include:</i></p> <ul style="list-style-type: none"> • <i>Driver's fee and Driver's meal</i> • <i>Fuel Charges and Toll fees</i> • <i>Parking fee (if applicable)</i> • <i>All required Insurance</i> • <i>12% VAT and all other applicable taxes and charges</i>

II. Delivery Terms

Day 1 (October 3, 2018; Wednesday)

Departure Time: **7:00AM**

The Transportation service shall arrive at the Insurance Commission (pickup point) at least one hour before the expected departure time.

Day 3 (October 5, 2018; Friday)

Departure Time: **2:00PM**

The Transportation service shall arrive at Anya Resort Tagaytay at least one hour before the expected departure time.

III. Mode of Procurement

The procurement through Small Value Procurement (SVP) shall be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

The Transportation Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

IV. Evaluation and Selection Criteria and Awarding of Contract

The bidder with the Lowest Calculated and Responsive Bid shall be required to submit **certified true photocopy** of the following documents:

1. PhilGEPS Proof of Registration
2. Registration Certificate Form Land Transportation Office (LTO)
3. Authority/License to Operate from Land Transportation Franchising and Regulatory Board (LTFRB)
4. Mayor's Permit
5. Latest Income/Business Tax Return
6. Notarized Omnibus Sworn Statement

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.

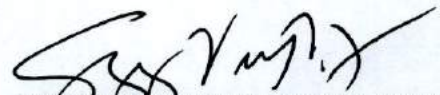
Please note that the copies of the (a) Driving License of the assigned bus driver and (b) the ORCR of the actual bus to be used must be provided to Insurance Commission after the Notice to Award is issued.

The quoted price must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

V. Payment Terms

The payment for the service rendered shall be made upon issuance of billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 1% of the contract prices by the winning service provider.



GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division



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 **Procurement of Transportation Services (Tourist Bus) for the IC Strategic Planning Workshop (SPW) for 2019 on 3-5 October 2018. (P.R. No. 2018-09-317)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Procurement of Transportation Services (Tourist Bus) for the IC Strategic Planning Workshop (SPW) for 2019 on 3-5 October 2018. - Travel Dates: 3 October and 5 October 2018 - No. of Passengers: 49 pax - Arrangement: Pick-up & Drop-off - Location: Tagaytay City Note: <ul style="list-style-type: none"> Total Cost should not exceed ABC of Forty-Five Thousand Pesos (PhP45,000.00) 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: _____