



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



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):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Lease of Venue (including activity venues, accommodations, meals, activity shirts and transportation services) for the 2018 IC Solidarity Day (P.R. No. 2018-04-132) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	Two Million Four Hundred Ten Thousand Pesos (PhP2,410,000.00)

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 16 April 2018** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph

for

REVELYN R. MOJICA
IC Division Manager
Human Resource Division



TERMS OF REFERENCE

Lease of Venue (including activity venues, accommodations, meals, activity shirts and transportation services) for the 2018 IC Solidarity Day (P.R. No. 2018-04-132)

I. Scope of Service

The service provider should be able to provide the activity venues and facilities/amenities, accommodations and meals, with the following specifications:

General Requirements

1. Inclusive dates:
 - o 26-27 April 2018, Thursday to Friday (2 days and 1 night)
2. Venue Location:
 - Maximum distance of 300 km from Insurance Commission Office, 1071 United Nations Avenue, Ermita, Manila, with travel time of four (4) to six (6) hours via NLEX, SCTEX and TPLEX.
 - There should be police stations, hospitals and fire stations located within ten (10) km away from the venue.
3. Minimum guaranteed number of persons: 249 pax
4. Free parking space for participants, bus services and official IC vehicles.
5. Free shuttle service within the vicinity.
6. Accommodations, meals, activity shirts, transportation services use of activity venues, and other facilities/amenities, in case of additional participants, shall be at the same price or less than the regular participants.
7. Price quotation/s, must be denominated in Philippine Peso and should be inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be one hundred twenty (120) calendar days.

Specific Requirements

A. Activity Venues

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

1. Registration and Check-in Counters:
 - 1.1. Table set-up for registration and check-in counters, where employees can register before the opening ceremony and program proper and claim the room key cards afterwards.
 - 1.2. Service Provider shall set-up at least two (2) check-in counters, each with at least two (2) assigned staff.
 - 1.3. Service Provider shall provide assistance to the employees in carrying luggage to their respective rooms for check-in. Shuttle service shall be provided for those who are assigned in rooms afar from the function room (i.e. villas or houses), or if necessary.
 - 1.4. Room key cards shall be distributed at 3:00PM.
2. Function Room for Opening Ceremony, Indoor Program and Fellowship Night:
 - 2.1. Guaranteed air-conditioned adjoining rooms, with dimension of at least 30m by 32m and ceiling height of 6m, that can accommodate round table banquet set-up for a minimum of 249 pax, with wide space/area allotted for opening ceremony and indoor team building activities.
 - 2.2. There should be a two-door main entrance at the function room and a separate service door connected to the kitchen. Restrooms for male and female should be available within the premises of the function room.
 - 2.3. There shall be a separate table set-up/area for the Secretariat.
 - 2.4. The following shall be available in the function room throughout the activity:
 - Whiteboard and flip charts, markers, pads and pen/pencils and mints/candies;
 - Basic lights and audio/PA system including at least three (3) wireless microphones with stand;
 - Set-up of 9ft by 12ft LED wall with stage at least 4ft. high, and at least two (2) LCD projectors and one (1) wide screen for back-up;

- In case IC bring additional LCD projectors and microphones, electricity charge for the said equipment is free or waived; and,
- Internet access through Wi-Fi

2.5. There should be an in-house clinic and nurse available for twenty-four (24) hours throughout the event.

3. Customized Teambuilding Program and Facilitators:

3.1. Service Provider shall allow complimentary use of teambuilding/game/sports facilities throughout the event, such as swimming pool (with provision for towels), basketball, and volleyball courts.

3.2. Service Provider shall prepare a customized teambuilding program for the IC and provide two (2) facilitators (head and assistant) and at least one (1) marshal per team.

3.3. The head facilitator shall lead the processing of learnings/takeaways of the participants from each teambuilding activity.

4. Professional Photography and Videography Services

4.1. Service Provider shall provide professional photography and videography services during the opening ceremony, indoor teambuilding program and fellowship night, including photobooth during the fellowship night only, based on the following specific requirements:

Schedule	Photographers/videographers/crew must be at the venue 8:00AM. Event coverage from Arrival of participants, Opening Ceremony, Indoor Program and Fellowship Night (Detailed program shall be provided to the crew. A coordination meeting among the facilitators, venue staff, and IC shall be conducted to discuss on the event coverage.)
Inclusions	<ol style="list-style-type: none"> 1. Same-day video edit (SDE) shall be played during the Fellowship Night 2. At least two (2) photographers & three (3) Videographers (1 main, 1 creative and 1 reaction shooter/editor) 3. Use of professional equipment such as DLSR Video, Tripod, Glider (for High Resolution Photo and Video) 4. One (1) unit of Photobooth – from 6:00PM to 9:00PM (3 hours)

	<p>5. Copies of the following in CDs/DVDs:</p> <ul style="list-style-type: none"> - One (1) copy of all unedited (raw) videos - Two (2) copies of edited full video and SDE - Two (2) copies of all photos, including photobooth photos
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5. Venue for Meals

- 5.1. For Day 1 – All meals shall be served at the function room where the opening ceremony, indoor program and Fellowship Night shall be conducted.
- 5.2. For Day 2 – Breakfast shall be served at a guaranteed air-conditioned restaurant with a reserved area for IC that can accommodate banquet set-up for a minimum of 249 pax, while lunch shall be served at a guaranteed air-conditioned function room. There should be available restrooms for male and female inside the restaurant/function room.

- 6. Service Provider shall provide a guaranteed air-conditioned room to serve as storage for the teambuilding prizes before the program proper. Storage room must be located near the function room.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 249 pax with the following minimum requirements:

- 1. Guaranteed air-conditioned room, 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.
- 2. Room allocations:
 - **Five (5) Single Occupancy Rooms for IC officials** with king-sized beds.
 - For rank-and-file employees:
 - **Twin, Triple or Quad Sharing Rooms for Rank-and-File employees: 151 Female Employees and 93 Male Employees**
 - In case of villa-type accommodations with more than one (1) room, each room shall be up to twin sharing only and should each have a private bathroom.

- Bed configuration for sharing rooms (no double decks or floor mattresses):

Sharing Room	Bed Configuration
Twin	Either one (1) queen/king-sized bed or two (2) single beds
Triple	Two (2) queen/king-sized beds
Quad	Two (2) double/queen/king-sized beds

3. Two (2) Complimentary Quad Sharing Rooms for one (1) night inclusive of breakfast for the advance party who shall arrive a day before the event or on 25 April 2018. Rooms for the advance party should have a common area (i.e. living room) to be used in preparing prizes, supplies and other materials.
4. Roving shuttle service shall be provided to transport employees from their accommodations to function room and vice versa, both on Day 1 (Fellowship Night) and Day 2 (Lunch), at a designated schedule.

C. Meals

The service provider shall provide the following meal requirements for a minimum of 249 pax:

1. Meal Schedule
 - Day 1: Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner
 - Day 2: Managed Buffet Breakfast, Managed Buffet Lunch, Packed PM Snacks
2. Inclusive of (1) round of iced tea/juice/soft drinks. One (1) bottled mineral water per employee shall be provided along with the Day 2 – Packed PM Snacks.
3. Free flowing coffee and tea, with provision for water station, throughout the function.
4. There shall be a set-up of two (2) buffet stations (two-way).
5. There shall be at least one (1) table designated for IC Officials. Meals shall be served in family style and at least one (1) waiter shall be assigned for the VIP table.
6. Preferred menu is Filipino cuisine.
7. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.

Menu for the entire function shall be subject to the approval of the Insurance Commission.

D. Activity Shirts

<i>Item and Description</i>	<i>Quantity and Unit</i>
<p>Activity Shirts</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Shirt Type: Collared Polo Shirt 2. Shirt Textile: High Quality Honeycomb (Thick) 100% cotton fabric for body and sleeves 3. Shirt Design: <ul style="list-style-type: none"> - Plain (no print/design) - Classic Front Placket with two (2) button holes with two (2) four-hole flat shell buttons with rim - With knitted spread collar - With knitted sleeve ends - With double needle stitching in hem line - Straight cut side seams for men and curved/fitted side seams for ladies 4. Shirt Color: Plain Solid Color (No combination) <ol style="list-style-type: none"> a. For Team Shirts: Five (5) colors b. For Solidarity Shirts: One (1) color c. Choices of colors: Navy Blue, Royal Blue, Gray, Yellow, White, Red, Maroon, Moss Green and Teal Green 5. Shirt Sizes shall be separate for Ladies and Men and shall range from Small to 5XL. <p>Rating factors shall be used in the evaluation of quality of Activity Shirts (Annex A).</p>	<p>259 pieces of Team Shirts and 259 pieces of Solidarity Shirts</p>

The Service Provider shall deliver the Activity Shirts on or before 20 April 2018 at the IC Office.

E. Transportation Services

The Service Provider should be able to provide transportation service for the 2018 IC Solidarity Day, with the following specifications:

General Requirements

1. Minimum number of passengers is 236 pax.
2. Travel dates: 26-27 April 2018 (Thursday and Friday)
3. Package Type: Pick-Up and Drop-Off

Specific Requirements

Bus Features

1. Fully air-conditioned tourist bus;
2. With maximum capacity of 49 pax (excluding driver);
3. With reclining comfort seats;
4. No center/ aisle/ jump seats; and
5. Equipped with functional audio and video system

Package Inclusions

- Driver's fee
- Driver's meals
- Driver's accommodations (if applicable)
- Fuel
- Toll fees
- Passenger Insurance

Delivery Terms

1. Pick-up and Drop-Off

Day 1: 26 April 2018

The transportation service shall arrive at the IC Manila Office (pick-up point) at least one hour before the expected departure time. IC Manila Office is located at 1017 United Nations Avenue, Manila.

Day 2: 27 April 2018

The transportation service shall arrive at the venue (pick-up point) at least one hour before the expected departure time.

2. The IC and Service Provider shall agree on the designated stop-overs during the travel from IC Manila Office to the venue and vice versa. Alternate drop-off point may be arranged as may be agreed upon by both parties.
3. The Service Provider shall submit the information of the designated drivers and bus services to IC on or before 20 April 2018 (Friday), as follows:

<i>Bus Service</i>	<i>Designated Driver</i>
Bus Number:	Complete Name:
Plate Number:	Contact Information:
Copy of OR/CR	Copy of Driver's License

4. The Service Provider shall ensure that all designated drivers are in good condition to perform the job and not in the influence of alcohol or any abused substances/drugs for the duration of the travel.

5. All designated drivers must wear their company uniform and ID for the duration of provision of services to IC. They shall follow traffic rules and regulations and drive with utmost care and responsibility. The route, including stop-overs, pick-up and drop-off points, agreed by the both IC and Service Provider shall be strictly followed.
6. The Service Provider shall be held liable of any accidents or untoward incidents which occurred due to negligence of the driver/s and/or the Service Provider.
7. In case of breakdown, the company shall immediately provide a substitute similar vehicle.

II. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Million Four Hundred Ten Thousand Pesos (PhP2,410,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

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

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 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).

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 and Rating Factors for the Activity Shirts as stated in Item I-D.

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

Bidders shall submit the Reply Slip Form and breakdown of quotation using the prescribed forms (**Annex B**), together with the certified true photocopies of the following documents:


1. Mayor's Permit
2. Business Registration (SEC/DTI/CDA)
3. Proof of PhilGEPS Registration
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue
5. 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.

VI. 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.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

ANNEX B

REPLY SLIP

Date: _____

Name of Company : _____
Address : _____
Authorized Representative : _____
Position/Designation : _____
Contact Information : _____
Email Address : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including activity venues, accommodations, meals, activity shirts and transportation services) for the 2018 IC Solidarity Day (P.R. No. 2018-04-132)**, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Amount*
Lease of Venue (including activity venues, accommodations, meals, activity shirts and transportation services) for the 2018 IC Solidarity Day (P.R. No. 2018-04-132) Note: 1. Total Cost should not exceed ABC of Two Million Four Hundred Ten Thousand Pesos (Php2,410,000.00) 2. Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	PhP

****Please attach breakdown of quoted price.***

**Signature Over Printed Name of
Authorized Representative**

BREAKDOWN OF QUOTED PRICE

Date: _____

Name of Company : _____

Item and Description	Unit	Quantity	Amount in PhP
A. Activity Venues	Lot	1	
• Function Room for Opening Ceremony, Indoor Program and Fellowship Night			
• Customized Teambuilding Program and Facilitators			
• Professional Photography and Videography Services			
• Venue for Meals			
B. Accommodations			
• Single Occupancy Rooms for IC Officials	Pax	5	
• Sharing Rooms for Rank-and-File Employees	Pax	244	
- Twin			
- Triple			
- Quad			
C. Meals	pax	249	
D. Activity Shirts			
• Team Shirts	Pieces	259	
• Fellowship Night Shirts	Pieces	259	
E. Transportation Service	Lot	1	
TOTAL*			

** inclusive of 12% VAT and all other applicable taxes and charges*

**Signature Over Printed Name of
 Authorized Representative**

Annex A

TABLE OF RATING FACTORS

2018 IC Solidarity Day Activity Shirts

Bidder: _____

A. Team Shirts

	Rating Factors	Weight	Rating
I	Textile texture	20%	
II	Textile thickness	20%	
III	Moisture Absorption of textile	10%	
IV	Textile color intensity	10%	
V	Stitching neatness and durability		
	• Neck area	5%	
	• Shoulder seam	5%	
	• Hem	5%	
VI	Collar and sleeve cuff stitching, and strength/durability	15%	
VII	Button style and stitching	10%	

B. Solidarity Shirts

	Rating Factors	Weight	Rating
I	Textile texture	20%	
II	Textile thickness	20%	
III	Moisture Absorption of textile	10%	
IV	Textile color intensity	10%	
V	Stitching neatness and durability		
	• Neck area	5%	
	• Shoulder seam	5%	
	• Hem	5%	
VI	Collar and sleeve cuff stitching, and strength/durability	15%	
VII	Button style and stitching	10%	

Rated by:

 Printed Name over Signature
 Designation