



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):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Lease of Venue (including use of function room, accommodations and meals) for the GAD Planning and Budgeting Workshop for FY 2020 (P.R. No. 2019-08-253) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	One Hundred Ninety-Five Thousand Pesos (PhP195,000.00) inclusive of taxes

The **SEALED QUOTATION** with the enclosed **Reply Slip Form** with the required documents must be submitted **not later than 12:00 Noon of 27 August 2019** at the following address:

Contact person: Ms. Jenina Roussel A. Vergara, IC Administrative Officer I
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120
E-mail: jra.vergara@insurance.gov.ph


CRESCENCIA R. GATCHALIAN
Officer-In-Charge
Administrative Division



Republic of the Philippines
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1071 United Nations Avenue
Manila



TERMS OF REFERENCE

Lease of Venue (including use of function room, accommodations and meals) for the GAD Planning and Budgeting Workshop for FY 2020 (P.R. No. 2019-08-253)

I. Scope of Service

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

General Requirements

1. Price quotation for two (2) days and one (1) night.
2. Event date is on 09-10 September 2019 (Monday to Tuesday).
3. Preferred location is Tagaytay (approximately two to three hours travel time by land from IC Manila via SLEX)
4. Guaranteed number of persons: 20 pax
5. Free parking space for participants, bus services and official IC vehicles.
6. Free shuttle service within the vicinity.
7. 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.
8. 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.

Specific Requirements

A. Function Room

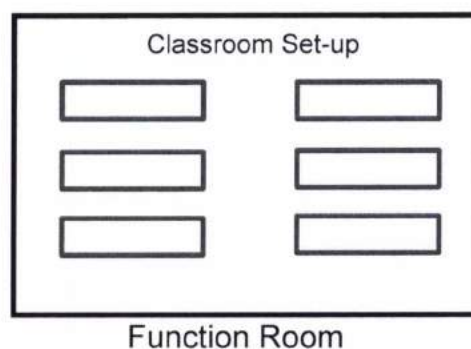
The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

1. Check-in and Luggage Drop-Off Counters
 - 1.1. 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 specified in Item A.2. is located.

- 1.2. Service Provider shall set-up at least one (1) check-in counter, each with at least one (1) staff assigned. It shall provide at least 20 luggage tags.
- 1.3. Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms once available.
- 1.4. Room keys shall be distributed at 2:00PM or at the end of the planning session on Day 1, 09 September 2019.

2. Function Rooms

- 2.1. One (1) guaranteed air-conditioned function. Must be able to accommodate a minimum of twenty (20) pax based on the required room set-ups, illustrated as follows:



- 2.2. There should be available restrooms for male and female located near the function rooms.
- 2.3. The following shall be available in the function room throughout the activity:
 - Whiteboard/flip chart, markers, pads and pen/pencils and mints/candies.
 - 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.
 - Basic lights and audio/PA system including microphones.
 - WiFi access/connection.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 20 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, 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. swimming pool).

2. Room allocations:

- For 14 Female Employees: 7 Twin Sharing Rooms
- For 6 Male Employees: 3 Twin Sharing Rooms
- Bed configuration for sharing rooms should be two (2) double/queen/king-sized beds (no double decks or floor mattresses).

C. Meals

The service provider shall provide the following meal requirements for a minimum of 20 pax:

1. Meal Schedule

- Day 1: Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner
- Day 2: Managed Buffet Breakfast, Packed Morning and Afternoon Snack and Managed/Packed Lunch

2. Inclusive of one (1) round of iced tea/juice/soft drink.

3. Free flowing coffee and tea, with provision for water station, throughout the function.

4. There shall be a set-up of two-way buffet station.

5. Venue for Meals

- Breakfast shall be served in a restaurant located inside the hotel (accommodations)
- Lunch and dinner shall be served in Function Room or in the restaurant located inside the hotel if available

6. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.

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

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.

2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.

3. Price validity must be for a period of thirty (30) days from submission of quotation.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

4. The supplier/company should be duly registered with the PhilGEPS.

5. The supplier should be a holder of a valid business license from relevant government agencies.

Limitation of Liability

6. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

Termination

7. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
8. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.
9. Any termination of the agreement (in whatever way occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

10. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
12. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
13. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

14. All entries in the quotation/proposal must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
15. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
16. The sealed quotation shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 27 August 2019; 12:00 Noon**.
17. The bidder with the lowest calculated responsive bid shall be required to submit the following original documents for verification and validation purposes:
 - a. Mayor's Business Permit
 - b. Latest Income/Business Tax Return
 - c. Proof of PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement
18. 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.


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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 the GAD Planning and Budgeting Workshop for FY 2020 (P.R. No. 2019-08-253)**, 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>
Lease of Venue (including use of function room, accommodations and meals) for the GAD Planning and Budgeting Workshop for FY 2020 (P.R. No. 2019-08-253) Note: <ul style="list-style-type: none">• Total Cost should not exceed ABC of One Hundred Ninety-Five Thousand Pesos (PhP195,000.00)• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	Php

In compliance with the TOR, **certified true copies** of the following required valid documents are enclosed:

- A. Mayor's Business Permit;
- B. PhilGEPS Registration Number;
- C. Income/Business Tax Return; and
- D. Omnibus Sworn Statement (original)

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.

Signatory

Bidder's

Representative/Authorized

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.