



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REQUEST FOR QUOTATION**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation on the Lease of Office Space for Insurance Commission Davao District Office, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Lease of Office Space for Insurance Commission Davao District Office.
<b>REFERENCE NO.</b>	2019-05-033
<b>LOCATION</b>	Davao City
<b>APPROVED BUDGET</b>	51,397.50/month inclusive of VAT, for 2019 53,316.67/month inclusive of VAT, for 2020 56,666.67/month inclusive of VAT, for 2021
<b>DELIVERY PERIOD</b>	<b>LOT 1:</b> From 01 July 2019 until 31 December 2021
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	12:00noon, May 17, 2019

The open quotation may be submitted personally, by mail or email not later than **12:00noon**, May 17, 2019 to the Administrative Division-General Services Section in the contact information below:

**Contact person** : Mr. Crisostomo O. Ferrer  
 IC Administrative Officer III, Administrative Division  
**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** : co.ferrer@insurance.gov.ph

## **TERMS OF REFERENCE**

### **Lease of Office Space - Davao District Office**

#### **I. Overview**

The Insurance Commission is providing this Technical Specification/Terms of Reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Davao District Office, in compliance with the 2016 revised IRR of R.A. 9184 otherwise known as the Government Procurement Reform Act.

#### **II. Objective**

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Davao District Office, specifically intended to serve the populace of Davao and nearby provinces. The said Office should be accessible to the public and stakeholders who are residing or situated in the said area.

#### **III. Location**

The location of the office space to be leased must be strategically located within the Davao City proper. The District Office should be accessible and visible to the commuting public.

#### **IV. Space Requirement**

The total office space requirement (useable) should be at least ONE HUNDRED TWENTY Square Meters (120 sq. m.). Proposed space with larger area shall be accepted provided that the excess shall be given free.

#### **V. Parking Requirement**

The office building must have at least a common parking space/area and one (1) reserved parking space for the exclusive use of the IC Vehicles, employees, clients and visitors of IC.

#### **VI. Term of Lease**

The term of the lease contract shall be for a period of Two (2) Years and six (6) Months which will commence on 01 July 2019 until 31 December 2021

#### **VII. Technical Specification**

The building must have the following facilities:

- 1.) Sufficient electrical fixtures, lighting fixtures and convenience outlets;
- 2.) The building must have sufficient provision for the electrical system and installation of for air-conditioning units.
- 3.) Fire/emergency exits
- 4.) Provision for personnel comfort room (CR) with lavatory
- 5.) The Lessor shall provide for free and adequate space for the installation of signage


#### **VIII. Documentary Requirements**

- a) Mayor's/Business Permit
- b) Proof of PhilGEPS Registration Number
- c) Income/Business Tax Return

#### **IX. Other Provisions that shall be included in the Contract**

- a) Leasehold improvements shall be allowed prior to written approval of the Lessor;
- b) Any movable structures installed by the IC may be removed if the office space is vacated;
- c) The Lessor shall provide at least one (1) rest room for the exclusive use of IC personnel, clients and visitors;
- d) Advance Payment and Security Deposit for the proposed lease of the premises shall not exceed one (1) month advance rent and three (3) months security deposit;
- e) Incremental increase on the rental fees shall not exceed 5% increase on the basic monthly rental fee, per fiscal year.

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.

  
**CRESCENCIA R. GATCHALIAN**  
Officer-in-Charge  
Administrative Division



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**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms and Reference (TOR) for the **Lease of Office Space for Insurance Commission Davao District Office**, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Total Cost
1	lot	Lease of Office Space for Insurance Commission Davao District Office.  Lot 1: from 01 July 2019 until 31 December 2021  Approved Budget for the Contract Php51,397.50/month for 2019 Php53,316.67/month for 2020 Php56,666.67/month for 2021	
Note: 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.			

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

- A. Mayor's Business Permit (Certified True Copy);
- B. PhilGEPS Registration Number (Certified True Copy); and
- C. Income/Business Tax Return (Certified True Copy).

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative  
 Position: \_\_\_\_\_  
 Date : \_\_\_\_\_