



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA




REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their lowest price on the items listed below, subject to the attached Terms of Reference (TOR):

Item and Description	Quantity and Unit	Approved Budget for the Contract
Lease of Venue (including activity venue, meals, activity shirts) for the Insurance Commission (IC) Employee's Welfare Development on it's 27th ICEWA Anniversary <i>Reference No. 2019-03-094</i> <i>Kindly refer to the Terms of Reference for detailed specifications.</i>	1 Lot	One Million One Hundred Twenty Five Thousand Pesos (PhP1,125,000.00)* <i>*Inclusive of 12% VAT and all other applicable taxes and charges</i>

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email at the contact information indicated below. Proposal/quotations must be received **on or before 22 March 2019, 12:00 Noon** at the following address:

Contact Person: Ms. DESIREE FATIMA P. SANTIAGO
Office Address: Insurance Commission Building
1071 United Nations Avenue, Ermita Manila
Telephone Nos.: (02) 525-7521
Email: dfp.santiago@insurance.gov.ph


EDNA G. BERNALES
President
Insurance Commission Employee's
Welfare Association (ICEWA)

TERMS OF REFERENCE

LEASE OF VENUE (INCLUDING ACTIVITY VENUE, MEALS, ACTIVITY SHIRTS) FOR THE INSURANCE COMMISSION (IC) EMPLOYEE'S WELFARE DEVELOPMENT ON IT'S 27TH ICEWA ANNIVERSARY

I. Scope of Service

The service provider should be able to provide meals, activity shirts, function room, activity facilities and transportation services, with the following specifications:

General Requirements

1. Price quotations for one whole day;
2. Event date: Friday, April 26, 2019;
3. Location: Tagaytay
4. Minimum Guaranteed number of participants: 200 pax
5. Free parking space for all participants;
6. Two (2) complimentary tarpaulins: Welcome banner with size 3ft x 5ft and Event Backdrop with size 4ft x 7ft;
7. Activity venues, meals, and use of facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants; and
8. Rates/Quotations 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 (120) calendar days.

Specific Requirements

A. Venue for the Activities

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

- With provision for audio/PA system, including microphones, LCD projector and wide screen
- Separate table set-up for Secretariat and Registration;
- Group tour and use of facilities for activities
- With videoke system

- With a team of safety marshalls and facilitators
- With film showing and livelihood seminar
- Venues for activities should have nearby comfort room, at least one (1) for male and one (1) for female;

B. Meals

Requirement for meals shall include the following:

- Breakfast, Am snacks, managed buffet lunch and PM snacks
- Inclusive of iced tea/juice/softdrinks and two bottled mineral water per employee shall be provided during the day
- 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
- Proposed menus must be attached to the proposal. Food tasting shall be conducted after contract signing.
- Actual menus shall be subject to the approval of the Insurance Commission.

C. Activity Shirts

Specifications

1. Shirt Textile: High Quality Honeycomb (Thick) 100% cotton fabric for body and sleeves
2. Shirt Design:
 - With design
 - With knitted sleeves ends
 - With double needle stitching in hem line
 - Straight cut side seams for men and curved/fitted side seams for ladies
3. Shirt Color
Choices of Colors: Red, blue, yellow, green
4. Shirt sizes shall be separate for Ladies and Men and shall range from Small to 5 XL

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is **One Million One Hundred Twenty Five Thousand Pesos (Php1,125,000.00)** inclusive of 12% VAT and all other applicable taxes and charges (All applicable taxes shall be withheld by the procuring entity).

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

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

III. Mode of Procurement

The mode shall be Lease of /Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act 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 subject to the rating factors for lease of venue under Appendix C of the RIRR of Republic Act No. 9184. Ocular inspection shall be conducted by representatives from the Insurance Commission.

The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject any or 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

The bidders shall be required to 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. Business Registration from SEC for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
2. Business Permit (Mayor's Permit)
3. Latest Income/Business Tax Return
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue
5. Proof of PhilGEPS Registration
6. Notarized Omnibus Sworn Statement

VI. Payment Scheme

Upon perfection of the contract, full payment of the contract price shall be made on the day of the event.

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 10% of the contract prices by the winning service provider.



EDNA G. BERNALES

President

Insurance Commission Employee's
Welfare Association (ICEWA)

REPLY SLIP

Name of Company : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including activity venue, meals, activity shirts) for the Insurance Commission (IC) Employee's Welfare Development on it's 27th ICEWA Anniversary**, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
Lease of Venue (including activity venue, meals, activity shirts) for the Insurance Commission (IC) Employee's Welfare Development on it's 27th ICEWA Anniversary <i>Reference No. 2019-03-094</i>	1 Lot	

Signature Over Printed Name of 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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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: I am 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 __, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory