



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):

NAME OF PROJECT	Lease of Office Space for Insurance Commission Davao District Office.
REFERENCE NO.	2019-05-033
LOCATION	Davao City
APPROVED BUDGET	Php 787,000.00
DELIVERY PERIOD	LOT 1: From 01 September 2019 until 31 December 2021
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	12:00noon, 13 August, 2019

The open quotation may be submitted personally, by mail or email not later than **12:00noon**, 02 August 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

Crencencia R. Gatchalian
CRESCENCIA R. GATCHALIAN
 Officer-in-Charge
 Administrative Division

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 Four (4) Months which will commence on 01 September 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.


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