



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



REQUEST FOR QUOTATION
(PR No. 2017-08-318)

Date: 31 August 2017

The Insurance Commission invites all interested service providers to submit proposal/quotation for:

Item No.	Particulars	Approved Budget for the Contract
1	<p>Transportation Service</p> <ul style="list-style-type: none"> ▪ Travel Date : 04-06 October 2017 ▪ No. of Passengers : 49 pax ▪ Package Type : Pick-up & Drop-off only ▪ Location : Mariveles or Bagac, Bataan <p><u>BUS FEATURES</u></p> <ul style="list-style-type: none"> ▪ Fully air-conditioned deluxe bus (49-seater) ▪ Reclining comfort seats (No center/aisle/jump seats) ▪ Equipped with functional audio and video system <p><u>Inclusions</u></p> <ul style="list-style-type: none"> ▪ Driver's fee ▪ Driver's meal ▪ Fuel ▪ Toll fees ▪ Parking fee (if applicable) ▪ Insurance ▪ 12% VAT and all other applicable taxes and charges ▪ Please see Terms of Reference for specific details 	<p>PhP48,000.00</p> <p>(inclusive of 12% VAT and all other applicable taxes and charges)</p>

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 **12:00NN of 08 September 2017** at the following address:

Contact Person : Leila C. Espineli
 Telephone Numbers : (02) 523-8464 to 70 local 103 and 127/(02)4041758
 Email Address : lc.espineli@insurance.gov.ph
 Place of Submission : Ground Floor, Insurance Commission Building
 1071 UN Avenue, Ermita, Manila


ATTY. JOSE MARI F. TOLENTINO
 Officer-In-Charge
 Legal Services Group

TERMS OF REFERENCE

Transportation Services for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group on 04-06 October 2017.

I. Scope of Work and Job Specifications

The Services provider should be able to provide transportation service with the following specifications:

A. General

- No. of passengers: 49 pax
- Travel dates: 04-06 October 2017
- Location: Mariveles/ Bagac, Bataan
- Package type: Pick-up & Drop-off only
- Pick-up point and drop-off point shall be at the Insurance Commission Office, 1071 United Nations Avenue, Manila; Alternate drop-off point may be arranged and agreed by both parties

B. Bus Features

- Fully air-conditioned deluxe bus (49-seater)
- Reclining comfort seats
- No center/ aisle/ jump seats
- Equipped with functional audio and video system

C. Inclusions

- Driver's fee
- Driver's meal
- Fuel
- Toll fees
- Parking Fee (if applicable)
- Insurance
- 12% VAT and all other applicable taxes and charges

D. Delivery Terms

Day 1

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

Day 2

The transportation service shall arrive at the venue at least one hour before the expected departure time.

II. **Approved Budget for the Contract**

The Approved Budget for Contract (ABC) is **Forty- Eight Thousand Pesos (Php48,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

III. **Mode of Procurement**

The mode shall be Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

IV. **Awarding of Contract**

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

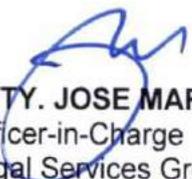
1. Registration Certificate from Land Transportation Authority (LTO)
2. Land Transportation Franchising and Regulatory Board (LTFRB) Permit
3. Mayor's Business Permit
4. Income/Business Tax Return
5. Proof of PhilGEPS Registration
6. Omnibus Sworn Statement

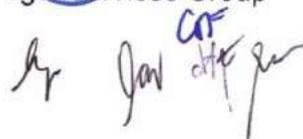
The quoted price must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

V. **Payment Scheme**

The payment for the service rendered shall be made upon issuance of billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

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 1% of the contract prices by the winning service provider.


ATTY. JOSE MARI F. TOLENTINO
Officer-in-Charge
Legal Services Group



REPLY SLIP

Name of Company : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGeps : _____
Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Small Value Procurement of Transportation Service for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group on 04-06 October 2016 in Bataan, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
Transportation Services for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group on 04-06 October 2017 in Mariveles/ Bagac, Bataan <u>BUS FEATURES</u> <ul style="list-style-type: none">▪ Fully air-conditioned deluxe bus (49-seater)▪ Reclining comfort seats (No center/aisle/jump seats)▪ Equipped with functional audio and video system Note: <ol style="list-style-type: none">1. Total cost should not exceed ABC of Forty Eight Thousand Pesos (PHP48,000.00)2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	1 Lot	

Signature Over Printed Name of Authorized Representative

Position: _____

Date : _____