



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



REQUEST FOR QUOTATION
(P.R. No. 2017-09-334)


Date: 4 October 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 Dates : 18-20 October 2017 ▪ No. of Passengers : 16 pax ▪ Package Type : Pick-up & Drop-off only ▪ Location : Baler, Aurora <p><u>TOURIST VAN FEATURES</u></p> <ul style="list-style-type: none"> ▪ Fully air-conditioned ▪ 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>PhP 36,000.00 (inclusive of 12% VAT and all other applicable taxes and charges)</p>

Open quotations may be submitted personally to the Insurance Commission Office or through email at the contact information indicated below. The last day of submission of the proposal/quotation is on **9 October 2017**.

Contact Person:	Tasneem Ahmad C. Delos Santos	or April Daisy A. Lopez
Tel. Nos.:	(02) 242-3668	5238461 to 70 loc. 113
Email Address:	tac.delossantos@insurance.gov.ph	ada.lopez@insurance.gov.ph
Place of Submission :	2F Insurance Commission Building 1071 UN Avenue, Manila	


ATTY. DENIS C. CABUCOS
 IC Legal Liaison Officer,
 Office of the Insurance Commissioner
 Manila, 4 October 2017

TERMS OF REFERENCE

Transportation Services for the 2018 Functional Group Planning and Budgeting Activity of the Office of the Commissioner on 18-20 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: 16 pax
- Travel dates: 18-20 October 2017
- Location: Baler, Aurora
- 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
- 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 (October 18, 2017)

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

Day 2 (October 20, 2017)

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 **Thirty Six Thousand Pesos (PHP 36,000.00)** 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. Mayor's Business Permit
3. Income Business Tax Return
4. Proof of PhilGEPS Registration
5. 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.

REPLY SLIP

Name of Company : _____
Address : _____
Business Permit No. : _____
Tax Identification 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 on 18-20 October 2017 in Baler, Aurora, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
<p>Transportation Services for the 2018 Functional Group Planning and Budgeting on 18-20 October 2017 in Baler, Aurora:</p> <p><u>TOURIST VAN FEATURES</u></p> <ul style="list-style-type: none">▪ Fully air-conditioned deluxe bus▪ Reclining comfort seats (No center/aisle/jump seats)▪ Equipped with functional audio and video system <p>Note:</p> <ol style="list-style-type: none">1. Total cost should not exceed ABC of Thirty Six Thousand Pesos (PHP36,000.00)2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.		

Signature Over Printed Name of Authorized Representative

Position: _____

Date : _____