



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



**REQUEST FOR QUOTATION**  
**(PR No. 2017-08-299)**

Date: 24 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><b>Transportation Service</b></p> <ul style="list-style-type: none"><li>▪ Travel Dates : 27-29 September 2017</li><li>▪ No. of Passengers : 48 pax</li><li>▪ Package Type : Pick-up &amp; Drop-off only</li><li>▪ Location : Vitalis Villas- Santiago, Ilocos Sur</li></ul> <p><b><u>BUS FEATURES (Tourist Bus)</u></b></p> <ul style="list-style-type: none"><li>▪ Fully air-conditioned</li><li>▪ Reclining comfort seats (No center/aisle/jump seats)</li><li>▪ Equipped with functional audio and video system</li></ul> <p><b><u>INCLUSIONS</u></b></p> <ul style="list-style-type: none"><li>▪ Driver's fee</li><li>▪ Driver's meal</li><li>▪ Fuel</li><li>▪ Toll fees</li><li>▪ Parking fee (if applicable)</li><li>▪ Insurance</li><li>▪ 12% VAT and all other applicable taxes and charges</li><li>▪ Please see Terms of Reference for specific details</li></ul> | PhP60,000.00<br><br>(inclusive of 12% VAT and all other applicable taxes and charges) |

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 **4:00PM of 29 August 2017** at the following address:

Contact Person : Rosalinda Q. Mitra  
Telephone Numbers : (02) 523-8464 to 70 local 125 and 131  
Email Address : [rq.mitra1@insurance.gov.ph](mailto:rq.mitra1@insurance.gov.ph)  
[rमित्रा@yahoo.com](mailto:rमित्रा@yahoo.com)  
Place of Submission : 2F Insurance Commission Building  
1071 UN Avenue, Paco, Manila

  
**MA. VICTORIA Y. PERALTA**  
Officer-In-Charge  
Technical Services Group

## TERMS OF REFERENCE

### Transportation Services for the 2018-2020 Functional Group Planning and Budgeting Activity of the Technical Services Group on 27-29 September 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: 48 pax
- Travel dates: 27-29 September 2017
- Location: Vitalis Villas, Santiago, Ilocos Sur
- 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

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 **Sixty Thousand Pesos (PHP 60,000.00)** 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 (RED/PLATINUM)
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.



**MA. VICTORIA Y. PERALTA**

Officer-In-Charge

Technical Services Group

Manila, 24 August 2017

## 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 27-29 September 2017 in Vitalis Villas, Santiago, Ilocos Sur, I/we quote you on the item at prices noted below:

| Item and Description  | Quantity | Total Cost |
|---|----------|------------|
| <p>Transportation Services for the 2018-2020 Functional Group Planning and Budgeting on 27-29 September 2017 in Vitalis Villas, Santiago, Ilocos Sur.</p> <p><u>BUS FEATURES (Tourist Bus and Coaster)</u></p> <ul style="list-style-type: none"><li>▪ Fully air-conditioned deluxe bus</li><li>▪ Reclining comfort seats (No center/aisle/jump seats)</li><li>▪ Equipped with functional audio and video system</li></ul> <p>Note:</p> <ol style="list-style-type: none"><li>1. Total cost should not exceed ABC of Sixty Thousand Pesos (PHP60,000.00)</li><li>2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.</li></ol> | 1 Lot    |            |

\_\_\_\_\_  
Signature Over Printed Name of Authorized Representative

Position: \_\_\_\_\_

Date : \_\_\_\_\_