



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



## REQUEST FOR QUOTATION

**Date: 04 July 2018**

The Insurance Commission (IC) invites all interested suppliers who are registered in the Philippine Government Electronic Procurement System (PHILGEPS) to submit the proposal/quotation for:

PARTICULARS	Approved Budget
<p><b>Transportation Services</b></p> <ul style="list-style-type: none"><li>- Travel Dates : 01-03 August 2018</li><li>- No. of Passengers : 66 Pax</li><li>- Package Type : Pick-up and Drop-off only</li><li>- Location : 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/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>- Drive'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></ul> <p><b>Please see Terms of Reference for specific details.</b></p>	<p>₱105,000.00</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 in the succeeding page.

Proposal/quotations must be received **not later than 10:00 A.M. of 18 July 2018** at the following address:

Contact Person : Ms. Maria Teresa C. Absalon  
Telephone Numbers : 523-8461 to 70 loc. 128  
Email Address: : mtc.absalon@insurance.gov.ph  
Place of Submission : 2<sup>nd</sup> Floor., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila

  
**FERDINAND GEORGE A. FLORENDO**  
Deputy Insurance Commissioner  
Financial Examination Group

## TERMS OF REFERENCE

**Transportation Services for the 2019-2021 Functional Group Planning and Budgeting Activity of the Financial Examination Group of the Insurance Commission on 01-03 August 2018.**

### **I. Scope of Work and Job Specifications.**

#### **A. General**

- No. of Passengers: 66 Pax
- Travel Dates: 01-03 August 2018
- Location: Ilocos Sur
- Pick-up point and drop-off point shall be 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. Deliver 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 3

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 the Contract (ABC) is One Hundred Five Thousand Pesos only (₱105,000.00) 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. PhilGEPS Proof or Registration (if applicable)
2. Registration Certificate form Land Transportation Office (LTO)
3. Land Transportation Franchising and Regulatory Board (LTFRB)
4. Mayor's Permit
5. Income/Business Tax Return
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.

  
**FERDINAND GEORGE A. FLORENDO**  
Deputy Insurance Commissioner  
Financial Examination Group

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the terms and conditions, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Approved Budget	Amount
<b>Transportation Service</b> <ul style="list-style-type: none"> <li>• Travel Dates : 01-03 Aug 2018</li> <li>• No. of Passengers : 66 Pax</li> <li>• Location : Ilocos Sur</li> </ul> <p><u>INCLUSIONS:</u></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> </ul> <p>Please see Terms of Reference for specific details.</p>	1 Lot	₱105,000.00 (inclusive of 12% VAT and all other applicable taxes and charges)	

\_\_\_\_\_  
 Signature over Printed name of  
 Supplier/Authorized Representative

Position : \_\_\_\_\_  
 Dated : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_  
 E-Mail : \_\_\_\_\_