



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



REQUEST FOR QUOTATION

Date: 19 June 2018

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 : 4-6 July 2018 ▪ No. of Passengers : 45 pax ▪ Package Type : Pick-up & Drop-off only ▪ Location : Baguio <p><u>Bus Features (Tourist Bus)</u></p> <ul style="list-style-type: none"> ▪ Fully air-conditioned ▪ Reclining comfort seats (No center/aisle/jump seats) ▪ Equipped with functional audio & video system <p><u>INCLUSIONS</u></p> <ul style="list-style-type: none"> ▪ Driver's Fee ▪ Driver's Fee ▪ Fuel ▪ Toll Fees ▪ Parking fee (if applicable) ▪ Insurance ▪ 12% VAT and all other applicable taxes & charges ▪ Please see Terms of Reference for specific details 	<p>PhP47,000.00 (inclusive of 12% VAT and all other applicable taxes and charges)</p>

Please use 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 25 June 2018 at the following address:

Contact Person : FELICISIMO LEVI M. BAQUI
 Telephone Numbers : (02) 523-8461 to 70 LOCAL 124
 Email Address : fm.baqui@insurance.gov.ph
 Place of Submission: 2F Insurance Commission Building
 1071 UN Avenue, Manila


MA. VICTORIA Y. PERALTA
 Officer-in-Charge
 Technical Services Group

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

Item and Description	Quantity	Approved Budget	Amount
<p>Transportation Service</p> <ul style="list-style-type: none"> ▪ Travel Dates : 4 – 6 July 2018 ▪ No. of Passengers : 45 pax ▪ Bus ▪ Location: : Baguio <p><u>INCLUSIONS</u></p> <ul style="list-style-type: none"> ▪ Driver's Fee ▪ Driver's meal ▪ Insurance ▪ 12% VAT and all other applicable taxes and charges <p>Please see Terms of Reference for specific details</p>	<p>1 Lot</p>	<p>PhP47,000.00 (inclusive of 12% VAT and all other applicable taxes and charges)</p>	

Signature Over Printed Name and Designation

Telephone No. and Email Address

TERMS OF REFERENCE

Transportation Services for the 2019 - 2021 Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission on 4-6 July 2018.

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: 45 pax
- Travel dates: 4-6 July 2018
- Location: Baguio
- Package type: Pick-up & Drop-off only
- 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. 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 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 Contract (ABC) is **Forty Seven Thousand Pesos (PhP47,000.00)** 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:

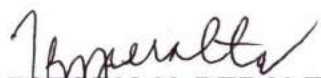
1. PhilGEPS Proof of Registration (if applicable)
2. Registration Certificate from Land Transportation Authority (LTO)
3. Land Transportation Franchising & Regulatory Board (LTFRB)
4. Mayor's Permit
5. Income/Business Tax Return
6. Omnibus Sworn statement

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.


MA. VICTORIA Y. PERALTA
Officer-in-Charge
Technical Services Group
Manila, 19 June 2018