



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



**REQUEST FOR QUOTATION**  
**(PR No. 2017-11-404)**

Date: 7 November 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 : 23-24 November 2017</li> <li>▪ No. of Passengers : 24 pax</li> <li>▪ Package Type : Overnight</li> <li>▪ Location : Subic or Batangas</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>	<p>PhP40,000.00</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 **12:00noon of 16 November 2017** at the following address:

Contact Person : Leila C. Espineli  
 Telephone Numbers : (02) 523-8464 to 70 local 125 and 131  
 Email Address : lc.espineli@insurance.gov.ph  
 Place of Submission : Ground Floor, Insurance Commission Building  
 1071 UN Avenue, Ermita, Manila

  
**DAWN C. CRUZ**  
 Overall Head

GADFPS Technical Working Group

## TERMS OF REFERENCE

**Transportation Services for the 2019 GAD Planning Workshop on 23-24 November 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: 24 pax
- Travel dates: 23-24 November 2017
- Location: Subic or Batangas
- Package type: Overnight
- 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 at least one hour before the expected departure time.

##### **Day 2**

The transportation service shall be 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 Thousand Pesos (PhP40,000.00)** 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.



**DAWN S. CRUZ**  
Overall Head

GADFPS Technical Working Group  
Manila, 7 November 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 2019 GAD Planning Workshop, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
Transportation Services for the 2019 GAD Planning Workshop on 23-24 November 2017 in Subic or Batangas  <u>BUS FEATURES (Tourist Bus)</u> <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> Note: <ol style="list-style-type: none"><li>1. Total cost should not exceed ABC of Forty Thousand Pesos (PHP40,000.00)</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 : \_\_\_\_\_