



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



**REQUEST FOR QUOTATION**

Date: 26 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><b>Transportation Service</b></p> <ul style="list-style-type: none"> <li>▪ Travel Dates : 07-09 December 2017</li> <li>▪ No. of Passengers : 41 pax</li> <li>▪ Package Type : Pick-up &amp; Drop-off only</li> <li>▪ Location : Baguio</li> </ul> <p><u>BUS FEATURES (Tourist Bus and Coaster)</u></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><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> <li>▪ Please see Terms of Reference for specific details</li> </ul>	<p>PhP63,000.00          (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 12:00 Noon of 03 November 2017 at the following address:

Contact Person : Joan Theresa M. Madarieta  
 Telephone Numbers : (02) 523-8464 to 70 local 144  
 Email Address : jtm.madarieta@insurance.gov.ph  
 Place of Submission: 2F Insurance Commission Building  
 1071 UN Avenue, Manila

**GREGORY VINCENT O. FERRER**  
 IC Division Manager  
 Planning and Management Division

## TERMS OF REFERENCE

### Transportation Services for the 2017 Strategic Planning Workshop of the Insurance Commission on 07-09 December 2017

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

The Service Provider should be able to provide transportation service with the following specifications:

##### A. General

- No. of passengers: 41 pax
- Travel dates: 07-09 December 2017
- Location: Baguio
- 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 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 **Sixty Three Thousand Pesos (PHP 63,000.00)** 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.

  
**GREGORY VINCENT O. FERRER**  
IC Division Manager  
Planning and Management Division  
Manila, 26 October 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 2017 Strategic Planning Workshop of the Insurance Commission on 07-09 December 2017 in Baguio, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
<p>Transportation Services for the 2017 Strategic Planning Workshop of the Insurance Commission in Baguio on 07-09 December 2017.</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 Three Thousand Pesos (PHP63,000.00)</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 : \_\_\_\_\_