



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



REQUEST FOR QUOTATION

13 February 2020

The Insurance Commission invites all PhilGEPS registered suppliers and interested parties to participate and submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Transportation Service for the Strategic Planning Workshop (SPW) of the Insurance Commission on 4 – 6 March and 12 – 13 March 2020 (PR No. 2020-02-080) <ul style="list-style-type: none">• Travel dates: March 4, 5, 6, 12 and 13• Travel time: 8:00 AM and 5:30 PM• No. of passengers: 45-49 pax/unit• Arrangement: Daily transportation service (pick-up and drop-off only)• Location: Insurance Commission and Ayuntamiento de Manila (and vice versa) <p><i>Please refer to the Terms of Reference for detailed specifications.</i></p>	1 Unit	Seventy Thousand Pesos (PhP 70,000.00)* <i>*Inclusive of 12% VAT and all other applicable taxes and charges</i>

Please use the attached Reply Slip Form in submitting your price quotation to the Planning and Management Division. Proposals/quotations must be received **not later than 12:00 noon of 17 February 2020** through the contact information indicated below:

Contact Person: Ms. Maesie Ann P. Bertumen
IC Planning Officer II
Office Address: 2/F Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (+632) 8-523-8461 to 70, local 144
E-Mail: PlanningDiv@insurance.gov.ph


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

		1071 United Nations Avenue, Ermita, Manila	Cabildo St. corner A. Soriano Avenue, Intramuros
	5:30 PM	Ayuntamiento de Manila – Bureau of Treasury	Insurance Commission
5 March 2020 (Thursday)	8:00 AM	Insurance Commission	Ayuntamiento de Manila – Bureau of Treasury
	5:30 PM	Ayuntamiento de Manila – Bureau of Treasury	Insurance Commission
6 March 2020 (Friday)	8:00 AM	Insurance Commission	Ayuntamiento de Manila – Bureau of Treasury
	5:30 PM	Ayuntamiento de Manila – Bureau of Treasury	Insurance Commission
12 March 2020 (Thursday)	8:00 AM	Insurance Commission	Ayuntamiento de Manila – Bureau of Treasury
	5:30 PM	Ayuntamiento de Manila – Bureau of Treasury	Insurance Commission
13 March 2020 (Friday)	8:00 AM	Insurance Commission	Ayuntamiento de Manila – Bureau of Treasury
	5:30 PM	Ayuntamiento de Manila – Bureau of Treasury	Insurance Commission

II. 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 (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS) and submits all required documentary requirements.

III. Awarding of Contract

All bidders shall use the **Reply Slip Form** for their price quotations. The bidder shall be required to submit certified true copies of the following documents:



Republic of the Philippines
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TERMS OF REFERENCE

Transportation Service for the Strategic Planning Workshop (SPW) of the Insurance Commission on 4 – 6 March and 12 – 13 March 2020 (PR No. 2020-02-090)

I. Scope of Services

The service provider should be able to provide the transportation service for the **Insurance Commission's Strategic Planning Workshop (SPW)** on **4 – 6 March and 12 – 13 March 2020**.

A. General requirements include:

1. Price quotation for should not exceed the **Approved Budget for Contract (ABC) of PhP 70,000.00**.
2. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for the period of one hundred twenty (120) calendar days.

Particulars	Description
No. of vehicles	1 Unit
Capacity of each vehicle	45 – 49 passengers
Arrangement	Daily transportation service (pick-up and drop-off only)
Inclusions	Driver's fee and driver's meal Fuel charges Parking fees, if any All required Insurance 12% VAT and all other applicable taxes and charges

B. Itinerary

The transportation service shall arrive at the designated pick-up points not later than the indicated departure times (8:00 AM and 5:30 PM).

Date	Departure Time	Origin (Pick-up points)	Destination
4 March 2020 (Wednesday)	8:00 AM	Insurance Commission	Ayuntamiento de Manila – Bureau of Treasury

1. Registration Certificate from Land Transportation Office (LTO)
2. Authority/License to Operate from Land Transportation Franchising and Regulatory Board (LTFRB)
3. Mayor's Permit/Business Permit
4. Proof of PhilGEPS Registration (Registration Number)
5. Latest Income/Business Tax Return
6. Secretary's Certificate
7. Notarized Omnibus Sworn Statement

Please note that the copies of the (a) Driver's License of the assigned bus driver (b) the OR/CR of the actual bus to be used must be provided to the Insurance Commission after the award.

IV. Payment Scheme

Payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the suppliers and corresponding Certificate of Satisfactory Service by IC.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


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



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REPLY SLIP

Name of Supplier : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

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<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Proposal/Quotation</i>
<p>Transportation Service for the Strategic Planning Workshop (SPW) of the Insurance Commission on 4 – 6 March and 12 – 13 March 2020 (PR No. 2020-____)</p> <ul style="list-style-type: none">• Travel dates: March 4, 5, 6, 12 and 13• Travel time: 8:00 AM and 5:30 PM• No. of passengers: 45-49 pax/unit• Arrangement: Daily transportation service (pick-up and drop-off only)• Location: Insurance Commission and Ayuntamiento de Manila (and vice versa) <p><i>Please refer to the Terms of Reference for detailed specifications.</i></p>	1 Unit	

In compliance with the TOR, Certified True Copies of the following required valid documents are enclosed:

1. Registration Certificate from Land Transportation Office (LTO)
2. Authority/License to Operate from Land Transportation Franchising and Regulatory Board (LTFRB)
3. Mayor's Permit/Business Permit
4. Proof of PhilGEPS Registration (Registration Number)
5. Latest Income/Business Tax Return
6. Secretary's Certificate
7. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2020
at _____, Philippines.

Bidder's Representative/Authorized Signatory