



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their lowest price on the items listed below, subject to the General Conditions stated herein:

Item and Description	Quantity and Unit	Approved Budget for the Contract
Procurement of Transportation Services for the Insurance Commission (IC) Employee's Welfare Development <i>Reference No. 2019-03-093</i> <ul style="list-style-type: none">Travel Date: 26 April 2019Travel Time: 6:00 AM and 6:00 PMNo. of Passengers: 45 persons/unitPackage Type : Pick-up and Drop-off onlyLocation: Paradizo, Tagaytay <i>Kindly refer to the Terms of Reference for detailed specifications.</i>	5 Units	One Hundred Forty Thousand Pesos (PhP140,000.00)* <i>*Inclusive of 12% VAT and all other applicable taxes and charges</i>

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email at the contact information indicated below. Proposal/quotations must be received **on or before 25 March 2019, 12:00 Noon** at the following address:

Contact Person: Ms. GRACE CHRISTY A. DOMINGO
ICEWA Board of Director
Office Address: Insurance Commission Building
1071 United Nations Avenue, Ermita Manila
Telephone Nos.: (02) 523-8461 to 70 local 115
Email: gca.domingo@insurance.gov.ph


EDNA G. BERNAL
President
Insurance Commission Employee's
Welfare Association (ICEWA)

TERMS OF REFERENCE

Procurement of Transportation Services for the Insurance Commission (IC) Employee's Welfare Development

I. Scope of Service

A. ITINERARY

DATE and TIME	ORIGIN	DESTINATION
26 April 2019 (Friday) 6:00 AM	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila	Paradizo, Tagaytay
26 April 2019 (Friday) 4:00 PM	Paradizo, Tagaytay	INSURANCE COMMISSION IC Compound 1071 United Nations Avenue Ermita, Manila

B. PASSENGERS AND VEHICLE TYPE

ITEMS	DESCRIPTION
No. of Vehicles	5 units
Capacity of each Vehicle	45 Passengers
Arrangement	Day-Trip
Bus Features	Fully air-conditioned Reclining comfort seats (No center/aisle/jump seats) Equipped with functional audio and video system and Wi-Fi if possible
Inclusions	Driver's fee and Driver's meal Fuel Charges Toll Fees Parking Fees (if applicable) All required Insurance 12% VAT and all other applicable taxes and charges

II. Delivery Terms

1. The transportation services shall arrive at the Insurance Commission (pickup point) at least one (1) hour before the expected departure time. IC Manila office is located at 1071 United Nations Avenue, Ermita Manila.
2. The IC and Service Provider shall agree on the designated stop-overs during the travel from IC Manila Office to the venue and vice-versa. Alternate drop-off point may be arranged as may be agreed upon by both parties.
3. The Service Provider shall submit the information designated drivers and bus service to IC on or before 26 April 2019 (Friday), as follows:

BUS SERVICE	DESIGNATED DRIVER
Bus Number	Complete Name
Plate Number	Contact Information
Copy of OR/CR	Copy of Driver's License

4. The Service Provider shall ensure that all designated drivers are in good condition to perform the job and not in the influence of alcohol or any abused substances/drugs for the duration of the travel.
5. All designated drivers must wear their company uniform and ID for the duration of provision of services to IC. They shall follow traffic rules and regulations and drive with utmost care and responsibility. The route, including stop-overs, pick-up and drop-off points, agreed by the both IC and the Service Provider shall be strictly followed.
6. The Service Provider shall be held liable of any accidents or untoward incidents which occurred due to negligence of the driver/s and/or the Service Provider.
7. In case of breakdown, the company shall immediately provide substitute similar vehicle.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is One Hundred Forty Thousand Pesos only (Php140,000.00) inclusive of 12% VAT and all other applicable taxes and charges. All applicable taxes shall be withheld by the procuring entity.

Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

IV. 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.

The Transportation Service Provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

V. Evaluation and Selection Criteria and Awarding of Contract

The bidder shall be required to submit **certified true photocopy** of the following documents:

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. Income Business Tax Return
5. Proof of PhilGEPS Registration (RED/PLATINUM)
6. Notarized Omnibus Sworn Statement

The IC reserves the right to reject any or all Quotation/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.

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

The quoted price must be valid for **thirty (30) days** and should not be subject to change/increase during the implementation of the contract.

VI. 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 One Percent (1%) of the contract prices by the winning service provider.


EDNA G. BERNALES
President
Insurance Commission Employee's
Welfare Association (ICEWA)

REPLY SLIP

Name of Company : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Procurement of Transportation Services for the Insurance Commission (IC) Employee's Welfare Development**, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Total Cost
Procurement of Transportation Services for the Insurance Commission (IC) Employee's Welfare Development Reference No. 2019-03-093 <ul style="list-style-type: none">Travel Date: 26 April 2019Travel Time: 6:00 AM and 6:00 PMNo. of Passengers: 45 persons/unitPackage Type : Pick-up and Drop-off onlyLocation: Paradizo, Tagaytay	5 units	

Signature Over Printed Name of Authorized Representative

Position: _____

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 ____, 2018 at _____, Philippines.

Bidder's Representative/Authorized Signatory