



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



REQUEST FOR QUOTATION

Date: 7 August 2017

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

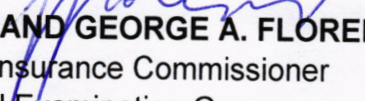
The Insurance Commission intends to **Lease venue with transfers (including food, function room, accommodations) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Financial Examination Group (FEG).**

The lease of venue will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise, known as the Government Procurement Act.

As such, suppliers of known qualifications are hereby invited to submit their quotations/proposals **not later than 12:00 noon of 11 August 2017** for the item/s described below, subject to the Terms and Conditions provided in this request for quotation.

Open quotations may be submitted personally to the Insurance Commission Office or through email at the address and contact numbers indicated below.

Contact Person : Karla T. Gumtang
Ruth D. Pagua
Telephone Numbers : (02) 523-8461 to 70 local 128
Email Address : kt.gumtang@insurance.gov.ph
rd.pagua@insurance.gov.ph
Place of Submission : 2F Insurance Commission Building
1071 UN Avenue, Manila


FERDINAND GEORGE A. FLORENDO
Deputy Insurance Commissioner
Financial Examination Group

Notes:

1. All entries must be typewritten. Handwritten proposals will not be accepted.
2. All pages must be signed.
3. Project implementation shall be from 20-22 September 2017.
4. Price validity shall be for a period of one hundred twenty (120) calendar days.
Price quotation/s, to be denominated in the Philippine Peso, shall include all taxes, duties and/or levies payable.

| Item No. | Item and Description | Quantity | Approved Budget | Amount |
|---------------------|--|----------|---|--------|
| 1 | <p>Lease of Venue with transfers (including food, function room, accommodations) for the Functional Group Planning and Budgeting Activity of the Financial Examination Group (FEG) of the Insurance Commission (IC)</p> <p><u>TECHNICAL SPECIFICATIONS</u></p> <ol style="list-style-type: none"> 1. Dates: 20-22 September 2017 2. Location: Panglao, Bohol 3. Min. No. of Participants: 60 Pax 4. Function Room Set-up: Classroom type 5. Accommodation: Guaranteed air-conditioned room, accommodation for three (3) days and two (2) nights for sixty (60) participants, with one (1) single occupancy room, five (5) triple sharing rooms and eleven (11) quad sharing rooms. 6. Meals: <ol style="list-style-type: none"> a. Day 1: Buffet Lunch, PM Snack Buffet Dinner b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner c. Day 3: Buffet Breakfast, Buffet Lunch 7. Transportation Service: <ol style="list-style-type: none"> a. Roundtrip group airfare including terminal fees and taxes. b. Roundtrip airport transfers based on participants' flight schedule 8. Other Inclusions: <ol style="list-style-type: none"> a. Office to airport transfers b. Airport to office transfers c. One (1) person/representative t that will accompany the group. 9. Please see Terms of Reference for specific details. | 1 Lot | ₱ 815,000.00 (inclusive of 12% VAT and all other applicable taxes and charges) | |
| TOTAL AMOUNT | | | | |

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

Signature Over Printed Name and Designation

Telephone No. and Email Address

TERMS OF PREFERENCE

Lease of Venue with transfers (including food, function room, accommodations) for the Functional Group Planning and Budgeting Activity (FGPBA) of the Financial Examination Group (FEG) of the Insurance Commission (IC) on 20-22 September 2017.

I. Scope of Work and Job Specifications

The Services provider should be able to provide a conference/function room, accommodations, other facilities, amenities with group airfare and roundtrip airport transfers with the following specifications:

A. General

- Inclusive dates: 20-22 September 2017
- Location: Panglao, Bohol
- Guaranteed number of participants: 60 pax
- Rates/Quotations should be inclusive of 12% VAT and all other applicable taxes and charges
- Rates/Quotations should include roundtrip group airfare and roundtrip airport transfers based on participants' flight schedule and tour package including transportation arrangements
- In case of additional participant/s, additional roundtrip airfare, airport transfers, accommodations, meals, use of facilities and other amenities shall be at the same price or less than the regular participants

B. Venue for the Activities

Conference/Function Room

Air-conditioned conference/function room with the following minimum specifications and/or requirements:

- Use of function room from 8:00AM to 5:00PM for two (2) days.
- Classroom type set-up for 60 participants (with chairs and tables)
- With audio-visual equipment and at least two (2) microphones
- Wide screen and LCD projector
- Whiteboard, markers, and eraser
- Notepads and pencils for all participants
- Free flowing coffee and drinking water

- Wi-Fi connection.

C. Meals

Requirement for meals shall include the following:

- **Day 1:**
Buffet Lunch, PM Snacks, and Buffet Dinner.
- **Day 2:**
Buffet Breakfast, AM Snacks, Buffet Lunch, and PM Snacks and Buffet Dinner.
- **Day 3:**
Buffet Breakfast, Buffet Lunch.
- Proposed menus must be attached to the proposal.
- Actual menu shall be subject to the approval of the Insurance Commission.

D. Accommodations (Room)

Requirement for accommodations shall include the following:

- Accommodation for three (3) days and two (2) nights.
- Guaranteed air-conditioned rooms for 60 participants

| No. of employees | | Room/s | Type |
|-------------------------------|----|--------|------------------|
| Deputy Insurance Commissioner | 1 | 1 | Single Occupancy |
| Male | 17 | 3 | Triple Sharing |
| | | 2 | Quad sharing |
| Female | 42 | 2 | Triple Sharing |
| | | 9 | Quad Sharing |
| TOTAL | | 60 | |

- Furnished with television, closet, clean toilet and bathroom, beddings, towels, and toiletries (tissue, shampoo, conditioner, soap) for each occupant
- Hot and cold shower water supply
- Complimentary drinks, coffee, and tea
- Complimentary fruits for single occupancy type

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is **Eight Hundred Fifteen Thousand Pesos (₱ 815,000.00)**, inclusive of 12% VAT and all other applicable taxes and charges.

III. Mode of Procurement

The mode shall be Lease of Real Property/Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

IV. Evaluation and Selection Criteria

Bid proposals shall be subject to the rating factors for lease of venue under Appendix C of the RIRR of Republic Act No. 9184.

V. Awarding of Contract

The bidder with the Lowest Calculated Bid (LBC) shall be required to submit and present the following documents:

1. Securities and Exchange Commission (SEC) Articles of Incorporation;
2. Certificate of License to Operate as Travel Agency;
3. Business Permit (Mayor's Permit);
4. BIR Certificate of Registration; and
5. Proof of PhilGEPS Registration.

VI. Payment Scheme

The payment for the service rendered shall be made upon issuance of billing statement.

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 10% of the contract prices by the winning service provider.