



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



**REQUEST FOR QUOTATION**

(PR No. 2017-08-317)

31 August 2017

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

Item and Description	Quantity and Unit	Approved Budget for Contract
<p><b>Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group on 4-6 October 2017.</b></p> <p><i>Refer to the Terms of Reference for detailed specifications.</i></p>	<b>1 Lot</b>	<b>Four Hundred Fifty-Two Thousand and Three Hundred Pesos (PhP452,300.00)</b>

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 08 September 2017 at the following address:

Contact Person : Leila C. Espineli  
 Telephone Numbers : (02) 4041758/5238461 to 70 locals 103 & 127  
 EmailAddress : lc.espineli@insurance.gov.ph  
 Place of Submission : 1<sup>st</sup> Floor, Insurance Commission Building  
 1071 UN Avenue, Manila

  
**ATTY. JOSE MARI F. TOLENTINO**  
 Officer-in-Charge  
 Legal Services Group

## **TERMS OF REFERENCE**

Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group

### **I. Scope of Service**

The service provider should be able to provide the function and facilities/amenities, accommodations and meals, with the following specifications:

#### **General Requirements**

1. Price quotation for three (3) days and two (2) nights.
2. Event date is on 4-6 October 2017 (Wednesday to Friday).
3. Preferred location is Bataan, approximately four-hour travel time by land from Metro Manila via NLEX.
4. Guaranteed number of persons: 49 pax
5. Free parking space for participants, bus services and official IC vehicles.
6. Free shuttle service within the vicinity.
7. Accommodations, meals, use of function room and other facilities/amenities, in case of additional participants, shall be at the same price or less than the regular participants.
8. The venue must have a standby/back-up generator in case of power outage during the event.
9. 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 a period of one hundred twenty (120) calendar days.

#### **Specific Requirements**

**A. Function Room** – Air-conditioned conference/function room with the following minimum specifications and/or requirements:

1. Use of function room from 9:00AM to 8:00PM for one (1) day.
2. Set-up for forty-eight (49) participants (with 8 round tables and 10 chairs for each table).
3. Separate table set-up/area for the Secretariat.
4. With audio and video system and at least three (3) microphones.
5. Wide screen and LCD projector.

6. Whiteboard, markers, and eraser.
7. Notepads and pencils for all participants.
8. Free flowing coffee and drinking water.
9. Wi-Fi access
10. Restrooms for male and female located near the function rooms.

**B. 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, PM Snacks, and Buffet Dinner |
| Day 3: | Buffet Breakfast, AM Snacks, and Buffet Lunch                           |

Additional Requirements:

1. Inclusive of (1) round of iced tea/juice/soft drink;
2. Free flowing coffee and tea, with provision for water station, throughout the function;
3. There shall be a set-up of two-way buffet station;
4. Proposed menus must be attached to the proposal;
5. Actual menu shall be subject to the approval of the Insurance Commission.

**C. Accommodations**

The service provider shall provide overnight room accommodations for a minimum of 49 pax with the following minimum requirements:

1. Guaranteed air-conditioned rooms, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, hot coffee/tea, toilet and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply; and complimentary bottled water and slippers for each guest.
2. Room allocations:
  - One (1) Single Occupancy Room for Executive/VIP
  - For Rank-and-File employees:
    - a) For 27 Female Employees: 9 Triple Sharing Rooms with 3 separate beds (no folding bed, double decks or floor mattresses);
    - b) For 21 Male Employees: 7 Triple Sharing Rooms with 3 separate beds (no folding bed, double decks or floor mattresses).
3. Additional requirements:
  - a) Upon check-in of participants, the staff of the service provider shall assist in transferring the luggage of employees to their assigned rooms once available;
  - b) Complimentary guided tour around the Bataan Free Port Zone;

- c) Complimentary use of facilities/amenities such as gym, game room, swimming pool and outdoor social areas in the hotel; and
- d) Wi-Fi access in all areas of the hotel premises.

## **II. Mode of Procurement**

The procurement through Lease of Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

## **III. Evaluation and Selection Criteria**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue provided under Annex H - Appendix B (C) of the 2016 RIRR of RA No. 9184.

## **IV. Awarding of Contract**

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit certified true photocopy of the following documents:

1. Business Permit (Mayor's Permit);
2. Proof of PhilGEPS Registration Number; and
3. Income/Business Tax Return.

The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

## **V. Payment Terms**

The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.



**ATTY. JOSE MARI F. TOLENTINO**  
Officer-in-Charge  
Legal Services Group



## REPLY SLIP

Name of Supplier : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact Information : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 Tax Identification No. : \_\_\_\_\_  
 PhilGEPS Registration/  
 Organization No. : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group (P.R. No. 2017-08-317), I/we quote you on the item at prices noted below.

Item and Description	Quantity and Unit	Total Cost
<p><b>Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Legal Services Group on 4-6 October 2017.</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Total Cost should not exceed ABC of <b>Four Hundred Fifty-Two Thousand and Three Hundred Pesos (PhP452,300.00)</b></li> <li>• Total Cost is inclusive of 12% VAT and all other applicable taxes and charge</li> </ul>	1 Lot	Php.

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_