



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**



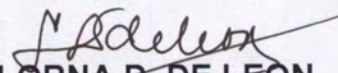
**REQUEST FOR QUOTATION**

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):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Management Support Services Group (P.R. No. 2017-08- <u>283</u> )</b>  <i>Refer to the Terms of Reference for detailed specifications.</i>	<b>1 Lot</b>	<b>Four Hundred Fifty Thousand Pesos (PhP450,000.00)</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 07 August 2017** at the following address:

**Contact person:** Ms. Joan Theresa M. Madarieta, IC Planning Officer II  
**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 534-8462 to 70 loc. 144  
**E-mail:** [jtm.madarieta@insurance.gov.ph](mailto:jtm.madarieta@insurance.gov.ph)

  
**LORNA D. DE LEON**  
IC Division Manager  
Administrative Division



Republic of the Philippines  
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## **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 Management Support Services Group (P.R. No. 2017-08-\_\_\_\_\_)**

### **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 23-25 August 2017 (Wednesday to Friday).
3. Preferred location is Baguio City, approximately 251km from IC Manila Office and approximately four-hour travel time by land from Metro Manila via NLEX, SCTEX and TPLEX.
4. Guaranteed number of persons: 64 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. 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**

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

1. Check-in and Luggage Drop-Off Counters
  - 1.1. Table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the

planning session. Area/set-up for check-in and luggage drop-off should be in the same floor where the function room specified in Item A.2. is located.

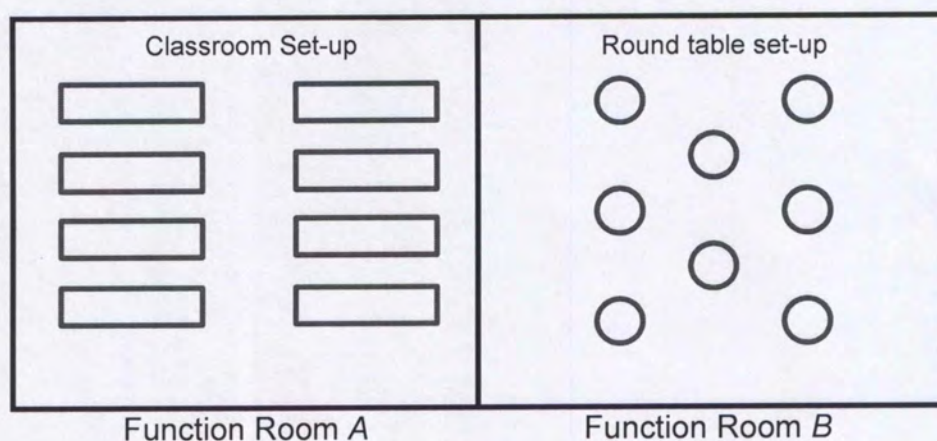
- 1.2. Service Provider shall set-up at least two (2) check-in counters, each with at least one (1) staff assigned. It shall provide at least 150 luggage tags to be delivered to IC at least two (2) days before the event.
- 1.3. Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms once available.
- 1.4. Room keys shall be distributed at 5:00PM or at the end of the planning session on Day 1, 23 August 2017.

## 2. Function Rooms

- 2.1. Two (2) guaranteed air-conditioned *adjoining* function rooms, connected by built-in floor-to-ceiling wall dividers, with following minimum floor dimensions:

<b>Function Room</b>	<b>Length (m)</b>	<b>Width (m)</b>	<b>Floor Area (sqm)</b>
A	16.3	7.9	128.77
B	16.3	9.4	153.22

Function rooms must be able to accommodate a minimum of sixty-four (64) pax based on the required room set-ups, illustrated as follows:



Each round table must be able to accommodate ten (10) pax.

- 2.2. Function Room A shall be used for the planning session proper, while Function Room B shall be used as meal venue for lunch and dinner.
- 2.3. There should be available restrooms for male and female located near the function rooms.
- 2.4. There shall be a separate table set-up/area for the Secretariat.

2.5. The following shall be available in the function room throughout the activity:

- Whiteboard/flip chart, markers, pads and pen/pencils and mints/candies.
- One (1) wide screen for LCD Projector. Should IC bring LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
- Basic lights and audio/PA system including microphones.
- WiFi access/connection.

## **B. Accommodations**

The service provider shall provide overnight room accommodations for a minimum of 64 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, mini-bar and coffee and tea making machine, toilet and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply; and complimentary bottled water for each guest. Room accommodations shall include complimentary use of hotel facilities (i.e. gym).
2. Room allocations:
  - One (1) Single Occupancy Rooms for Executive/VIP
  - For Rank-and-File employees:
    - For 31 Female Employees: 3 Twin Sharing Rooms and 6 Quad Sharing Rooms
    - For 33 Male Employees: 3 Twin Sharing Rooms, 1 Triple Sharing Room and 6 Quad Sharing Rooms
  - Bed configuration for sharing rooms should be two (2) double/queen/king-sized beds (no double decks or floor mattresses).

## **C. Meals**

The service provider shall provide the following meal requirements for a minimum of 64 pax:

1. Meal Schedule
  - Day 1: Managed Buffet Lunch and Managed Buffet Dinner
  - Day 2: Managed Buffet Breakfast, Managed Buffet Lunch, Managed Buffet Dinner
  - Day 3: Managed Buffet Breakfast and Managed Buffet Lunch
2. Inclusive of (1) round of iced tea/juice/soft drink.
3. Free flowing coffee and tea, with provision for water station, throughout the function.
4. There shall be a set-up of two-way buffet station.

5. There shall be at least two (2) tables designated for Executives/VIPs. Meals shall be served in family style and at least one (1) waiter shall be assigned for said tables.
6. Venue for Meals
  - Breakfast shall be served in a restaurant located inside the hotel (accommodations)
  - Lunch and dinner shall be served in Function Room *B* as specified in Item A.2 (2.2)
7. Preferred menu is Filipino cuisine.
8. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
9. Menu for the entire function shall be subject to the approval of the Insurance Commission.

## 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.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

## 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.

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.

## IV. Awarding of Contract

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

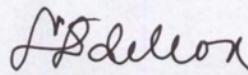
1. Mayor's Business Permit
2. Proof of PhilGEPS Registration
3. Certificate of Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return

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.



**LORNA D. DE LEÓN**  
IC Division Manager  
Administrative Division

## 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 Management Support Services Group (P.R. No. 2017-08- 203)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
<b>Lease of Venue (including use of function room, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Management Support Services Group (P.R. No. 2017-08- <u>203</u>)</b>  Note: <ul style="list-style-type: none"> <li>Total Cost should not exceed ABC of Four Hundred Fifty Thousand Pesos (PhP450,000.00)</li> <li>Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</li> </ul>	1 Lot	Php

\_\_\_\_\_  
 Signature Over Printed Name of Supplier/  
 Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_