



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



**REQUEST FOR QUOTATION**  
**(PR No. 2017-09-333)**

14 September 2017

The Insurance Commission (IC) intends to lease real property/venue (including food, function room, and accommodations) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Office of the Commissioner on 18-20 October 2017.

The lease of real property/venue shall 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.

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 **not later than 12:00 noon of 19 September 2017**, subject to the Terms and Conditions provided in this request. (Refer to the Terms of Reference for detailed specifications)

Contact Person : Ms. April Daisy A. Lopez or Ms. Loida R. Zaragosa  
Telephone Numbers : (02) 523-8464 to 70 local 113 or 110  
Email Address : [ada.lopez@insurance.gov.ph](mailto:ada.lopez@insurance.gov.ph) or [lr.zaragosa@insurance.gov.ph](mailto:lr.zaragosa@insurance.gov.ph)  
Place of Submission : Insurance Commission Building  
1071 UN Avenue, Manila

A handwritten signature in blue ink, likely belonging to Atty. Denis C. Cabucos.

**ATTY. DENIS C. CABUCOS**  
Legal Liaison Officer  
Office of the Insurance Commissioner

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 18-20 October 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><b>Lease of Real Property/Venue (including food, function room, and accommodations) for the Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (P.R. No. 2017-09-333)</b></p> <p><u>TECHNICAL SPECIFICATIONS</u></p> <p>1. Dates: <b>18-20 October 2017</b></p> <p>2. Location: Preferably Aurora, Baler</p> <p>3. Minimum Number of Participants: Sixteen (16) pax</p> <p>4. Function Room Set-Up: Classroom type</p> <p>5. Accommodation: Guaranteed air-conditioned room, accommodation for three (3) days and two (2) nights for fifteen (16) participants, with <i>One(1) Single occupancy room</i> (for 1 participant), <i>Three (3) Twin sharing rooms</i> (for 6 participants) and <i>Three (3) Triple sharing rooms</i> (for 9 participants).</p> <p>6. Meals: a. Day 1: Buffet Lunch, PM Snack, Buffet Dinner b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner c. Day 3: Buffet Breakfast, AM Snack and Lunch</p> <p>7. Please see Terms of Reference for specific details.</p>	1 Lot	<p>PhP 178,000.00</p> <p>(inclusive of 12% VAT and all other applicable taxes and charges)</p>	
<b>TOTAL AMOUNT</b>				<b>Php178,000.00</b>

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 REFERENCE

**Lease of Real Property/Venue (including use of activity venues, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission.**

### I. Scope of Work

The Service provider should be able to provide the activity venues and facilities/amenities, accommodations and meals with the following specifications:

#### A. General Requirements

- Price quotation for three (3) days and two (2) nights.
- Inclusive dates: 18-20 October 2017
- Location: Preferably, Baler, Aurora
- Guaranteed number of participants: **Sixteen (16) pax**
- Free parking space for all participants, bus services and official IC vehicles.
- Free shuttle service within the vicinity.
- Accommodations, meals and use of facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants
- Rates/Quotations should be in 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.

#### B. Specific Requirements

##### ✓ 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 **sixteen (16) participants** (with chairs and tables)
- With audio and video system 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
- Complimentary Wi-Fi access
- Restrooms for female and male located near the function room

### C. Meals

Requirements for meals shall include the following:

#### Day 1:

- ✓ Buffet Lunch, PM Snack and Buffet Dinner

#### Day 2:

- ✓ Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner
- ✓ Proposed menus must be attached to the proposal.
- ✓ Actual menus shall be subject to the approval of the Insurance Commission.
- ✓ Schedule of food servicing shall be provided by IC.

#### Day 3:

- ✓ Buffet Breakfast, AM Snack and Lunch
- ✓ Proposed menus must be attached to the proposal.
- ✓ Actual menus shall be subject to the approval of the Insurance Commission.
- ✓ Schedule of food servicing shall be provided by IC.

### D. Accommodations (Rooms)

Requirements for accommodations shall include the following:

- ✓ Accommodations for three (3) days and two (2) nights
- ✓ Guaranteed air-conditioned room for sixteen (16) participants , 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, coffee and tea making machine, toilet and bathrooms, hot and cold water supply with daily replenishment of bath towels, slippers, toiletries and complimentary bottled water for each guest/participant.

No. of employees		Room	Type
Insurance Commissioner	1	1	Single Occupancy
Male (2) / Female (4)	6	3	Twin Occupancy
Male (3) / Female (6)	9	3	Triple Occupancy
<b>TOTAL</b>		<b>16</b>	

- ✓ Bed configuration for twin/triple occupancy rooms should be two (2) double (plus extra bed)/queen/king-sized beds (no double decks or floor mattresses).

**Additional Requirements:**

- ✓ Upon check-in of participants, the staff of the service provider shall assist in transferring the luggage of guests/participants to their assigned rooms once available;
- ✓ Complimentary use of facilities/amenities such as library, swimming pool and outdoor social area/ground in the hotel; and
- ✓ Complimentary Wi-Fi access in all areas of the hotel premises.

**E. Emergency/Back-up Power Generator**

- ✓ The venue must have a standby/back-up electrical system in case of power outage during the event.

**II. Approved Budget for the Contract**

The Approved Budget for Contract (ABC) is **One Hundred Seventy Eight Thousand Pesos (PhP 178,000.00)**, 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. Ocular inspection shall be conducted by representatives from the Insurance Commission.

**V. Awarding of Contract**

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

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

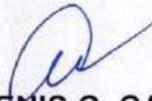
**VI. Payment Scheme**

The payment for the service rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier 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 10% of the contract prices by the winning service provider.

The Insurance Commission (IC) reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids 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. DENIS C. CABUCOS**

Legal Liaison Officer

Office of the Insurance Commissioner

## REPLY SLIP

Name of Supplier : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contract 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 activity venues, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission (PR No. 2017-09-333), I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost
Lease of Real Property/Venue (including activity venues, accommodations and meals) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Office of the Commissioner of the Insurance Commission on 18 to 20 October 2017.  Note: <ul style="list-style-type: none"> <li>Total cost should not exceed ABC of One Hundred Seventy Eight Thousand (Php178,000.00)</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: \_\_\_\_\_