



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



REQUEST FOR QUOTATION

(PR No. 2017-08-298)

17 August 2017


The Insurance Commission intends to lease real property/venue (including food, function room, and accommodations) for the 2018-2020 Functional Group Planning and Budgeting Activity of the Technical Services Group on 27-29 September 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.

As such, suppliers of known qualifications are hereby invited to submit their quotations/proposals not later than **23 August 2017, at exactly 12:00 noon** for the item/s described below, subject to the Terms and Conditions provided in this request for quotation.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

Contact Person : Rosalinda Q. Mitra
Telephone Numbers : (02) 523-8464 to 70 local 125,131
Email Address : rq.mitra1@insurance.gov.ph
rqmitra@yahoo.com
Place of Submission : 2F Insurance Commission Building
1071 UN Avenue, Manila


MA. VICTORIA Y. PERALTA
Officer-In-Charge
Technical Services 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 27-29 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 Real Property/Venue (including food, function room, and accommodations) for the Functional Group Planning and Budgeting Activity of the Technical Services Group of the Insurance Commission (P.R. No. 2017-08-298)</p> <p><u>TECHNICAL SPECIFICATIONS</u></p> <p>1. Dates: 27-29 September 2017</p> <p>2. Location: Preferably Santiago, Ilocos Sur</p> <p>3. Minimum Number of Participants: Forty-Eight (48) 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 forty-eight (48) participants, with two(2) single occupancy rooms and six (6) rooms for sharing of eight (8) people.</p> <p>6. Meals:</p> <p>a. Day 1: Buffet Lunch, PM Snack, Buffet Dinner</p> <p>b. Day 2: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner</p> <p>c. Day 3: Buffet Breakfast, AM Snack and Lunch</p> <p>7. Please see Terms of Reference for specific details.</p>	1 Lot	PhP392,000.00 (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 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 Technical Services Group (TSG) 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: 27-29 September 2017
- Preferred Location: Santiago, Ilocos Sur
- Guaranteed number of participants: Forty-eight (48) 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 one (1) day
- Classroom type set-up for forty-eight (48) 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
- Wi-Fi connection

C. Meals

Requirement 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)

Requirement for accommodations shall include the following:

- ❖ Accommodations for three (3) days and two (2) nights
- ❖ Guaranteed air-conditioned rooms for forty-eight (48) participants

No. of employees		Room	Type
Insurance Commissioner	1	1	Single Occupancy
Deputy Insurance Commissioner	1	1	Single Occupancy
Male	14	2	Sharing for 8
Female	32	4	Sharing for 8
TOTAL	48		

- Furnished with television, closet, clean toilet and bathroom, beddings, towels, slippers, and toiletries (tissue, shampoo, conditioner, soap, lotion, among others) for each individual.
- Bottled water, hot coffee or tea in rooms

- Hot and cold shower water supply

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 **Three Hundred Ninety-Two Thousand Pesos (PhP392,000.00)**, 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 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 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.


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Technical Services Group

REPLY SLIP

Name of Company : _____
 Address : _____
 Contact Information : _____
 Business Permit No. : _____
 Tax Identification No. : _____
 PhilGEPS Registration 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 Technical Services Group of the Insurance Commission, 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 Technical Services Group of the Insurance Commission. Note: <ul style="list-style-type: none"> • Total cost should not exceed ABC of Three Hundred Ninety-Two Thousand Pesos (Php392,000.00) • Total cost is inclusive of 12% VAT and all other applicable taxes and charges. 		

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____