



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




**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 GAD Planning and Budgeting Workshop for FY 2020 and Preparation of FY 2018 GAD Accomplishment Report (P.R. No. 2018-12-410)</b>  <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	One Hundred Forty Thousand Pesos (PhP140,000.00) <i>inclusive of taxes</i>

The **SEALED QUOTATION** with the enclosed **Reply Slip Form** with the required documents must be submitted **not later than 12:00 Noon of 17 December 2018** at the following address:

**Contact person:** Ms. Jenina Roussel A. Vergara, IC Administrative Officer I  
**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila  
**Telephone Nos.:** 534-8462 to 70 loc. 120  
**E-mail:** [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

  
**RACHEL ANN D. MONTECILLO**  
 Overall TWG Head  
 Gender and Development Focal Point System (GADFPS)



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**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



## TERMS OF REFERENCE

### **Lease of Venue (including use of function room, accommodations and meals) for the GAD Planning and Budgeting Workshop for FY 2020 and Preparation of FY 2018 GAD Accomplishment Report (P.R. No. 2018-12-410)**

#### **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 two (2) days and one (1) night.
2. Event date is on 27-28 December 2018 (Thursday to Friday).
3. Preferred location is Tagaytay (approximately two to three hours travel time by land from IC Manila via SLEX)
4. Guaranteed number of persons: 23 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**

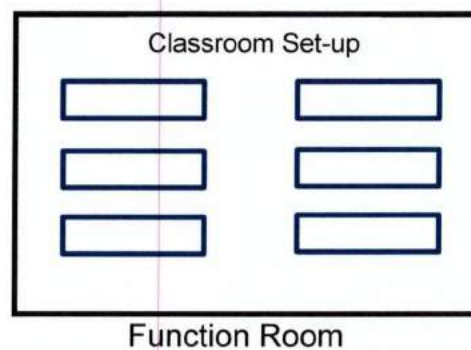
The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

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 50 luggage tags.
- 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 2:00PM or at the end of the planning session on Day 1, 27 December 2018.

## 2. Function Rooms

- 2.1. One (1) guaranteed air-conditioned function. Must be able to accommodate a minimum of twenty three (23) pax based on the required room set-ups, illustrated as follows:



- 2.2. There should be available restrooms for male and female located near the function rooms.
- 2.3. 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 23 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:

- For 16 Female Employees: 8 Twin Sharing Rooms
- For 7 Male Employees: 4 Twin 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 23 pax:

1. Meal Schedule

- Day 1: Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner
- Day 2: Managed Buffet Breakfast, Packed Morning Snack and Packed 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. Venue for Meals

- Breakfast shall be served in a restaurant located inside the hotel (accommodations)
- Lunch and dinner shall be served in Function Room or in the restaurant located inside the hotel if available

6. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.

7. 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.

  
**RACHEL ANN D. MONTECILLO**  
Overall TWG Head  
Gender and Development Focal  
Point System (GADFPS)

**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 GAD Planning and Budgeting Workshop for FY 2020 and Preparation of FY 2018 GAD Accomplishment Report (P.R. No. 2017-12-410)**, 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 GAD Planning and Budgeting Workshop for FY 2020 and Preparation of FY 2018 GAD Accomplishment Report (P.R. No. 2018-12-410)</b>	1 Lot	Php
Note: <ul style="list-style-type: none"> <li>• Total Cost should not exceed ABC of One Hundred Forty Thousand Pesos (PhP140,000.00)</li> <li>• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</li> </ul>		

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit;
- B. PhilGEPS Registration Number;
- C. Income/Business Tax Return; and
- D. Omnibus Sworn Statement

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

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

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

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];

**3.** [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

**4.** Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_  
at \_\_\_\_\_, Philippines.



\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\* This form will not apply for WB funded project.