



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>
Lease of Venue (including use of function room, accommodations and meals) for the 2017 Strategic Planning Workshop of the Insurance Commission (P.R. No. 2017-10-390) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	Four Hundred Fifty Thousand Pesos (PhP450,000.00)

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 30 October 2017** at the following address:

Contact person: Ms. Joan Theresa M. Madarieta, IC Planning Officer II
Office Address: 2nd 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


GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division



Republic of the Philippines
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Manila



TERMS OF REFERENCE

Lease of Venue (including use of function room, accommodations and meals) for the 2017 Strategic Planning Workshop of the Insurance Commission (P.R. No. 2017-10-390)

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 07-09 December 2017 (Thursday to Saturday).
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: 41 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:

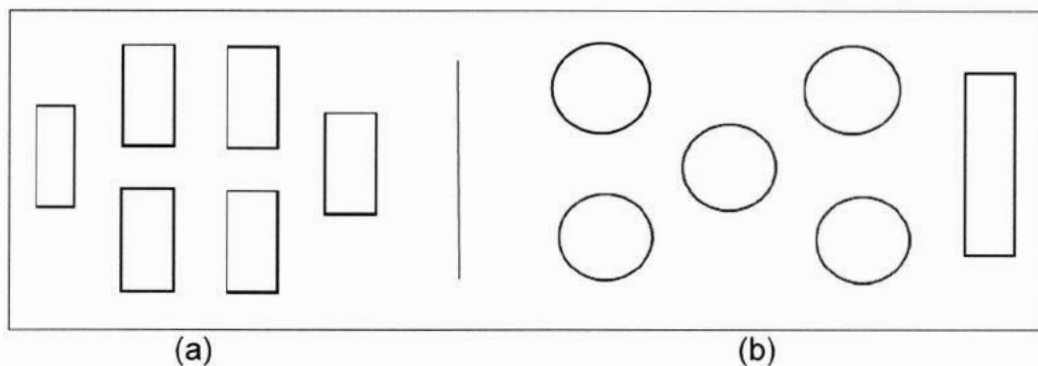
1. Check-in and Luggage Drop-Off Counters
 - 1.1. Table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the

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 one (1) check-in counter, each with at least one (1) staff assigned. It shall provide at least 120 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 4:00PM or at the end of the planning session on Day 1, 07 December 2017.

2. Function Rooms

- 2.1. One guaranteed air-conditioned function room with built-in floor-to-ceiling wall dividers which can accommodate a minimum of forty-one (41) pax, with both Classroom Set-up for the meetings and Round table set-up for the meals, as illustrated below:



- a) Classroom Set-up for Meeting with five tables good for forty-one (41) pax; and
 - b) Round-table set-up for Meals with five tables good for forty-one (41) pax.
- Each table must be able to accommodate eight (8) pax.
 - There should be available restrooms for male and female located near the function rooms.
 - There shall be a separate table set-up/area for the Secretariat.
- 2.2. There should be an outdoor area near the function room for team building activities.
 - 2.3. The function room should be located separately from the hotel main building.

- 2.4. 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 three (3) microphones.
 - WiFi access/connection.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 41 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:
 - Five (5) Single Occupancy, One-Bedroom Suite for Executive/VIP
 - Nineteen (19) Deluxe twin sharing rooms for thirty-six (36) employees:
 - For 19 Female Employees: 10 Twin Sharing Rooms
 - For 17 Male Employees: 9 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 41 pax:

1. Meal Schedule
 - 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 and 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 one (1) table 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 the assigned Function Room as specified in Item A.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:

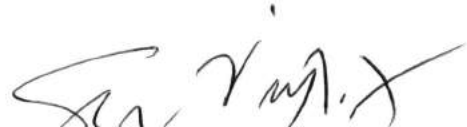
1. Mayor's Business Permit
2. Proof of PhilGEPS Registration
3. Certificate of Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return

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.



GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management 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 2017 Strategic Planning Workshop of the Insurance Commission (P.R. No. 2017-10-390)**, 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>
Lease of Venue (including use of function room, accommodations and meals) for the 2017 Strategic Planning Workshop (P.R. No. 2017-10-390) Note: <ul style="list-style-type: none"> • Total Cost should not exceed ABC of Four Hundred Fifty Thousand Pesos (PhP450,000.00) • Total Cost is inclusive of 12% VAT and all other applicable taxes and charges 	1 Lot	Php

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____