



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



REQUEST FOR QUOTATION

Name of Supplier : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the Lease of Office Space – Cebu City, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Lease of Office Space for IC Cebu District Office
REFERENCE NO./RIS NO.	2017-03-121-A
LOCATION	Cebu City
APPROVED BUDGET FOR THE CONTRACT	1. Php40,885.42/month inclusive of VAT 2. Share in Monthly Security Guard Services – not to exceed Php5,000.00 inclusive of VAT
DELIVERY PERIOD	On or before 16 May 2017
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	30 March 2017, 12:00 NN

The open quotation may be submitted personally, through mail or email not later than **12:00 NN, 30 March 2017** to the Administrative Division – General Services Section to the contact information below:

Contact person: Ms. Crescencia R. Gatchalian, IC Supervising Administrative Officer
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 120; 524-3548
E-mail: cr.gatchalian@insurance.gov.ph

LORNA D. DE LEON
 IC Division Manager
 Administrative Division

21 March 2017

TERMS OF REFERENCE

Lease of Office Space – Cebu District Office

I. Overview

The Insurance Commission is providing this Technical Specification/Terms of Reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Cebu District Office, in compliance with the 2016 Revised IRR of R.A. No. 9184 otherwise known as the Government Procurement Reform Act.

II. Objective

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Cebu District Office, specifically intended to serve the populace of Cebu and nearby provinces. The said Office should be accessible to the public and to the Insurance Companies who are residing or situated in the said area.

III. Location

The location of the office space to be leased must be strategically located within the Cebu City proper. The District Office should be accessible to the commuting public.

IV. Space Requirement

The total office space requirement (useable) should be at least One Hundred to One Hundred Five Square Meters (100 to 105 sq.m.). Proposed space with larger area shall be accepted provided that the excess shall be given free.

V. Security and Safety

The Lessor shall provide at least two (2) Security Guards to ensure the security of the IC employees, clients and visitors as well as the properties of IC.

VI. Term of Lease

The term of lease of contract shall be for a period of one (1) year to commence on 16 May 2017.

VII. Documentary Requirements

- a. Mayor's/Business Permit
- b. Proof of PhilGEPS Registration Number
- c. Income/Business Tax Return

VIII. Other Provisions that Shall be Included in the Contract

- a. Leasehold improvements shall be allowed subject to prior written approval of the Lessor;
- b. Any movable structures installed by IC can be removed if the office space is vacated;
- c. The Lessor shall provide at least two (2) rest rooms for the exclusive use of IC personnel, clients and visitors.

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.


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

21 March 2017