



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION




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 activity venues, accommodations and meals) for the 2017 IC Solidarity Day (P.R. No. 2017-05-171) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	One Million Five Hundred Fifty Thousand Pesos (PhP1,550,000.00)

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 11 May 2017** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



TERMS OF REFERENCE

Lease of Venue (including use of activity venues, accommodations and meals) for the 2017 IC Solidarity Day (P.R. No. 2017-05-171)

I. Scope of Service

The service provider should be able to provide the activity venues 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 25-26 May 2017 (Thursday and Friday).
3. Preferred location is Bataan, approximately 150km from IC Manila Office via NLEX and approximately maximum of four-hour travel time by land from Metro Manila.
4. Guaranteed number of persons: 232 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 activity venue 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. Activity Venues

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 venue for the opening ceremony and program proper. Area 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 500 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.
2. Function Room for Opening Ceremony, Indoor Program and Fellowship Night:
- 2.1. A guaranteed air-conditioned room that can accommodate round table banquet set-up for a minimum of 232 pax, with wide space/area allotted for opening ceremony and indoor team building activities. There should be available restrooms for male and female inside the function room.
 - 2.2. Minimum floor size of function room is 1,000 square meters.
 - 2.3. There shall be a separate table set-up/area for the Secretariat.
 - 2.4. The following shall be available in the function room throughout the activity:
 - Whiteboard and flip chart, markers, pads and pen/pencils and mints/candies.
 - Basic lights and audio/PA system including microphones.
 - One (1) LCD projector and one (1) wide screen. In case IC bring additional LCD projectors and microphones, electricity charge for the said equipment is free or waived.
 - Wi-Fi access/connection.
 - 2.5. The function room should have a built-in elevated stage.
 - 2.6. There shall be a stand-by nurse throughout the activity.
3. Venue for Meals
- 3.1. For Day 1 – All meals shall be served at the function room where the opening ceremony, indoor program and Fellowship Night shall be conducted.
 - 3.2. For Day 2 – All meals shall be served at a guaranteed air-conditioned restaurant, with a reserved area for IC that can accommodate table set-up for a minimum of 232 pax. There should be available restrooms for male and female inside the restaurant.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 232 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, television, telephone, closet, safety vaults, refrigerator, 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.

2. Room allocations:

- Five (5) Single Occupancy Rooms for Executives/VIPs
- For Rank-and-File employees:
 - For 143 Female Employees: 1 Triple Sharing Room and 35 Quad Sharing Rooms
 - For 84 Male Employees: 21 Quad Rooms
- In case of villa-type accommodations, with more than one (1) room, each room shall be up to quad sharing only.
- Bed configuration for sharing rooms (no double decks or floor mattresses):

Sharing Room	Bed Configuration
Triple	Either three (3) single beds or one (1) single bed and one (1) double/queen/king-sized bed
Quad	Either four (4) single beds, or two (2) double/queen/king-sized beds

- 3. Two (2) Complimentary Quad Sharing Rooms for one (1) night inclusive of breakfast for the advance party who shall arrive a day before the event or 24 May 2017.
- 4. Complimentary guided tour around the resort/venue, use of game room/facilities, swimming pool, and beach area, with provision for beach towels.

C. Meals

The service provider shall provide the following meal requirements for a minimum of 232 pax:

- 1. Meal Schedule
 - Day 1: Managed Buffet Lunch, PM Snacks and Regular Buffet Dinner
 - Day 2: Managed Buffet Breakfast, Managed Buffet Lunch, Packed PM Snacks
- 2. Inclusive of (1) round of iced tea/juice/soft drinks. One (1) bottled mineral water (350ml) per employee shall be provided along with the Day 2 – Packed PM Snacks.
- 3. Free flowing coffee and tea, with provision for water station, throughout the function.
- 4. There shall be a set-up of two (2) buffet stations (two-way).
- 5. There shall be at least two (2) tables designated for Executives/VIPs. Meals shall be served in family style and at least one (1) waiter shall be assigned per table.

6. Preferred menu is Filipino cuisine.
7. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
8. 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.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

REPLY SLIP

Name of Supplier : _____
Address : _____

Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. (if applicable): _____

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 2017 IC Solidarity Day (P.R. No. 2017-05-171)**, 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 activity venues, accommodations and meals) for the 2017 IC Solidarity Day (P.R. No. 2017-05-171) Note: <ul style="list-style-type: none"> • Total Cost should not exceed ABC of One Million Five Hundred Fifty Thousand Pesos (PhP1,550,000.00) • 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: _____