



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 attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
<b>Transportation Service for the 2017 IC Solidarity Day (P.R. No. 2017-05-172)</b>  <i>Refer to the Terms of Reference for detailed specifications.</i>	<b>1 Lot</b>	<b>One Hundred Sixty Thousand Pesos (PhP160,000.00)</b>

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. Quotation/proposal must be delivered **not later than 12:00 Noon of 15 May 2017** at the following address:

**Contact person:** Ms. Leizle L. Arlando, IC Administrative Officer II  
**Office Address:** 2<sup>nd</sup> 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](mailto:hr@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division



## TERMS OF REFERENCE

### Transportation Service for the 2017 IC Solidarity Day (P.R. No. 2017-05-172)

#### I. Scope of Service

The Service Provider should be able to provide transportation service for the 2017 IC Solidarity Day, with the following specifications:

##### General Requirements

1. Minimum number of passengers is 220 pax.
2. Travel dates: 25-26 May 2016 (Thursday and Friday)
3. Location: Bataan, approximately 150km from IC Manila Office via NLEX
4. Package Type: Pick-Up and Drop-Off
5. 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. Bus Features

1. Fully air-conditioned tourist bus;
2. With minimum capacity of 45 pax (excluding driver);
3. With reclining comfort seats;
4. No center/ aisle/ jump seats; and
5. Equipped with functional audio and video system

###### B. Package Inclusions

1. Driver's fee
2. Fuel
3. Toll fees
4. Passenger Insurance

### C. Delivery Terms

#### 1. Pick-up and Drop-Off

##### **Day 1: 25 May 2017**

The transportation service shall arrive at the IC Manila Office (pick-up point) at least one hour before the expected departure time. IC Manila Office is located at 1017 United Nations Avenue, Manila.

##### **Day 2: 26 May 2017**

The transportation service shall arrive at the venue (pick-up point) at least one hour before the expected departure time.

2. The IC and Service Provider shall agree on the designated stop-overs during the travel from IC Manila Office to the venue and vice versa. Alternate drop-off point may be arranged as may be agreed upon by both parties.
3. The Service Provider shall submit the information of the designated drivers and bus services to IC on or before 22 May 2017 (Monday), as follows:

<i><b>Bus Service</b></i>	<i><b>Designated Driver</b></i>
Bus Number:	Complete Name:
Plate Number:	Contact Information:

4. The Service Provider shall ensure that all designated drivers are in good condition to perform the job and not in the influence of alcohol or any abused substances/drugs for the duration of the travel.
5. All designated drivers must wear their company uniform and ID for the duration of provision of services to IC. They shall follow traffic rules and regulations and drive with utmost care and responsibility. The route, including stop-overs, pick-up and drop-off points, agreed by the both IC and Service Provider shall be strictly followed.
6. The Service Provider shall be held liable of any accidents or untoward incidents which occurred due to negligence of the driver/s and/or the Service Provider.

### II. Mode of Procurement

The mode through **Negotiation Procurement – Small Value Procurement**, to 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 a registered in the Philippine Electronic Government Procurement System (PhilGEPS).

### III. Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

1. Registration Certificate from Land Transportation Authority (LTO)
2. Land Transportation Franchising and Regulatory Board (LTFRB) Permit
3. Mayor's Business Permit
4. Tax Registration issued by the Bureau of Internal Revenue
5. Latest Income/Business Tax Return
6. Omnibus Sworn Statement (format to be provided by IC)
7. Proof of PhilGEPS Registration

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.

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. 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** : \_\_\_\_\_  
**Office Address** : \_\_\_\_\_  
\_\_\_\_\_  
**E-mail Address** : \_\_\_\_\_  
**Telephone No.** : \_\_\_\_\_  
**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 **Transportation Service for the 2017 IC Solidarity Day (P.R. No. 2017-05-172)**, I/we quote you on the item at prices noted below:

<b>Item and Description</b>	<b>Quantity and Unit</b>	<b>Total Cost</b>
<b>Transportation Service for the 2017 IC Solidarity Day (P.R. No. 2017-05-172)</b>	1 Lot	Php
Note: <ul style="list-style-type: none"><li>• Total Cost should not exceed ABC of One Hundred Sixty Thousand Pesos (PhP160,000.00)</li><li>• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</li></ul>		

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

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

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