



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 Venue for IC Tenpin Bowling Tournament, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Two (2) day Lease of Venue for IC Tenpin Bowling Tournament
<b>REFERENCE NO./PR NO.</b>	2017-03-119
<b>LOCATION</b>	Metro Manila
<b>APPROVED BUDGET FOR THE CONTRACT</b>	Php46,600.00 inclusive of 12%VAT
<b>DELIVERY PERIOD</b>	On or before 12 April 2017
<b>DEADLINE OF SUBMISSION OF OPEN QUOTATION/S</b>	29 March 2017, 12:00 NN

The open quotation may be submitted personally, through mail or email not later than **12:00 NN, 29 March 2017** to the Statistics Division to the contact information below:

**Contact person:** Mr. Emmanuel M. Labrador, ICEWA Vice President  
**Office Address :** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** 523-8462 to 70 loc. 122  
**E-mail:** [em.labrador@insurance.gov.ph](mailto:em.labrador@insurance.gov.ph)

  
**EDNA G. BERNALES**  
ICEWA, President

24 March 2017

## **TERMS OF REFERENCE**

### **I. Project**

Lease of Venue of Tenpin Bowling Tournament (including rental of bowling shoes).

### **II. Scope of Work**

The service provider should be able to provide bowling venue, bowling shoes and other basic facilities and amenities, with the following specifications:

#### General

1. Price quotation for two (2)-day event
2. Preferred schedule
  - Tuesday April 18, 2017 and Wednesday April 19, 2017
  - Should the Bowling Venue be fully booked on the above dates, please indicate dates with no reservations yet
3. Location should be within Metro Manila
4. Venue should have spacious that can accommodate 80++ persons during the activity
5. Price quotation/s to be denominated in the Philippine peso and should be inclusive of 12% VAT and all applicable taxes and charges

### **III. Specific Requirements**

The service provider shall provide venue in Tenpin bowling Tournament in the duration of the event. Rates should be inclusive of 12% VAT and all other applicable taxes and charges. The company may also propose venues for the activities. Below are the minimum requirements:

- Spacious venue that can accommodate minimum of 80++pax;
- Complimentary use of other facilities and amenities
- For opening Ceremony:
  - Venue for opening ceremony
  - Long Table set-up for Secretariat and registration
  - With provision for audio/PA system and at least two (2) microphones guaranteed available

### **IV. Documentation Requirements**

1. Registration Certificate from SEC for corporations, Department of Trade and Industry for sole proprietorship, or CDA for cooperatives, or any proof of such registration
2. Business Permit (Mayor's Permit)
3. Tax Registration

## **V. Approved Budget**

The approved Budget for the Contract (ABC) is Forty Six Thousand Six Hundred Pesos (Php46,600.00), inclusive of 12% VAT. Proposal exceeding the ABC shall not be considered.

The Insurance Commission will not be responsible for any costs or expenses to be incurred by the company in connection with the preparation of the proposal.

  
**EDNA G. BERNALES**  
ICEWA, President

24 March 2017