



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



## REQUEST FOR QUOTATION

Date: 3 April 2017


The Insurance Commission intends to **lease a venue (including food, function room, and activity facilities) for the 2017 Insurance Commission Employees' Welfare Association (ICEWA) 25<sup>th</sup> Anniversary.**

The lease of venue shall be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise, known as the Government Procurement Act.

In this regard, IC invites all qualified suppliers to submit their proposals not later than **12:00NN on 7 April 2017** for all items described under the attached Terms of Reference.

Suppliers shall use the attached Reply Slip Form for their price quotations and submit the same through facsimile or email at the address and contact numbers indicated below:

Contact Persons	:	<b>Leila C. Espineli</b> <b>Desiree Fatima P. Santiago</b>
Telephone Numbers	:	(02) 4041758
Email Address	:	<a href="mailto:lc.espineli@insurance.gov.ph">lc.espineli@insurance.gov.ph</a> <a href="mailto:dfp.santiago@insurance.gov.ph">dfp.santiago@insurance.gov.ph</a>
Place of Submission	:	Insurance Commission 1071 UN Avenue, Manila

  
**EDNA G. BERNALES**  
President  
Insurance Commission Employees'  
Welfare Association (ICEWA)

**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 food, function room and activity facilities for the Insurance Commission Employees' Welfare Association (ICEWA)**, I/We quote you on the items at prices noted below:

Item and Description	Quantity and Unit	Total Cost
<b>Lease of Venue (including food, function room and activity venues for the ICEWA 25<sup>th</sup> Anniversary</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>• Total cost should not exceed ABC of Nine Hundred Ninety Thousand pesos (Php990,000.00)</li> <li>• Total cost is inclusive of 12% VAT and all other applicable taxes and charges</li> </ul>	1 lot	Php

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

**Position** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

## **TERMS OF REFERENCE**

### **Lease of Venue (including food, function room, and activity facilities) for the Insurance Commission Employees' Welfare Association (ICEWA) 25<sup>th</sup> Anniversary**

#### **I. Scope of Service**

The service provider should be able to provide food, function room and activity facilities, with the following specifications:

##### **General Requirements**

1. Price quotations for one whole day;
2. Event date: Friday, April 21, 2017;
3. Location: Laguna, Cavite, Pampanga, and other provinces near Metro Manila;
4. Guaranteed number of participants: 200 pax
5. Free parking space for all participants;
6. Two (2) complimentary tarpaulins: Welcome banner with size 3ft x 5ft and Event Backdrop with size 4ft x 7ft;
7. Accommodations, meals, and use of facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants; and
8. Rates/Quotations 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 (120) calendar days.

##### **Specific Requirements**

#### **A. Venue for the Activities**

The service provider shall provide venues for various activities during the duration of the event. Below are the minimum requirements:

- Use of function room from 8:00AM to 5:00PM for one (1) day
- With provision for audio/PA system, including microphones, LCD projector and wide screen
- Separate table set-up for Secretariat and Registration;
- Use of facilities for team building activities such as obstacle courses/low courses, river trekking, ATV traxx, high ropes, zipline, mudslide
- With videoke system
- With a team of safety marshalls and facilitators

- With farm tour and basic seminar on vermiculture, mushroom culture and production
- Venues for activities should have nearby comfort room, at least one (1) for male and one (1) for female;
- Use of swimming pool/infinity pool

## **B. Meals**

Requirement for meals shall include the following:

- Am snacks, managed buffet lunch and PM snacks
- Proposed menus must be attached to the proposal. Food tasting shall be conducted after contract signing.
- Actual menus shall be subject to the approval of the Insurance Commission.

## **II. Approved Budget for the Contract**

The Approved Budget for Contract (ABC) is **Nine Hundred Ninety Thousand Pesos (Php990,000.00)** inclusive of 12% VAT and all other applicable taxes and charges (All applicable taxes shall be withheld by the procuring entity).

## **III. Mode of Procurement**

The mode shall be Lease of Real Property/Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

## **IV. Evaluation and Selection Criteria**

Bid proposals shall be subject to the rating factors for lease of venue under Appendix C of the RIRR of Republic Act No. 9184. Ocular inspection shall be conducted by representatives from the Insurance Commission.

## **V. Awarding of Contract**

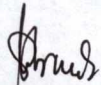
The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

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

## **VI. Payment Scheme**

Upon perfection of the contract, full payment of the contract price shall be made on the day of the event.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.



**EDNA G. BERNALES**

President

Insurance Commission Employees'

Welfare Association