



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



**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation on the project listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	Lease of Venue (including use of function room, accommodations, transportation services, and meals) for the Strategic Planning Workshop for FY 2023
<b>DELIVERY PERIOD</b>	02-04 November 2022
<b>REFERENCE NO./PR NO.</b>	PR No. 2022-10-252
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	PhP 850,000.00 inclusive of VAT
<b>SPECIFICATIONS</b>	For ninety (90) pax Inclusive of: <ul style="list-style-type: none"> <li>○ Use of Function Room</li> <li>○ Meals</li> <li>○ Accommodations</li> <li>○ Transportation Services from IC Head Office to Tagaytay City and vice versa</li> <li>○ Other amenities</li> </ul>
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION/S</b>	11 October 2022, 2:00 PM

The **quotation/duly accomplished and signed REPLY SLIP**, including the required documents as enumerated therein, must be submitted through email not later than **11 October 2022, 2:00 PM** through the following:

**Contact Person:** **Mr. Mark Franklin M. Sanchez**  
 IC Planning Officer III  
**Office Address:** 2/F Insurance Commission Building  
 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** (+632) 8-523-8461, local 144;  
**E-Mail:** mfm.sanchez@insurance.gov.ph

  
**GREGORY VINCENT O. FERRER**  
 IC Division Manager  
 Planning and Management Division



## TERMS OF REFERENCE

### **Lease of Venue (including use of function room, accommodations, transportation services and meals) for the Strategic Planning Workshop for FY 2023 (P.R. No. 2022-10-252)**

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#### **I. SCOPE**

1. The prospective supplier/service provider shall submit their quotation for the **Lease of Venue (including use of function room, accommodations, transportation services and meals)** for the Strategic Planning Workshop for FY 2023.
2. The prospective supplier/service provider should be able to provide the function room, accommodations, amenities, transportation and meals from 02-04 November 2022, as enumerated in Sections II and III of this Terms of Reference.

#### **II. GENERAL REQUIREMENTS**

1. The preferred location is Tagaytay City, approximately 2 hours travel time by land from the IC Manila Head Office.
2. The supplier/service provider shall provide the function room, hotel accommodations, and meals for three (3) days and two (2) nights on 02-04 November 2022.
3. The guaranteed number of persons is ninety (90).
4. Parking slots shall be made available for IC official vehicles and vehicles of other IC participants, free of charge.
5. In case of additional participants, the prices for accommodations, meals, use of function room, transportation services (IC Manila Head Office to venue and vice versa and Transfer from Airport to Venue for Day 1 for the Participants from Cebu and Davao), and other facilities/amenities, shall be at the same price or less than that of the regular participants.
6. 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.

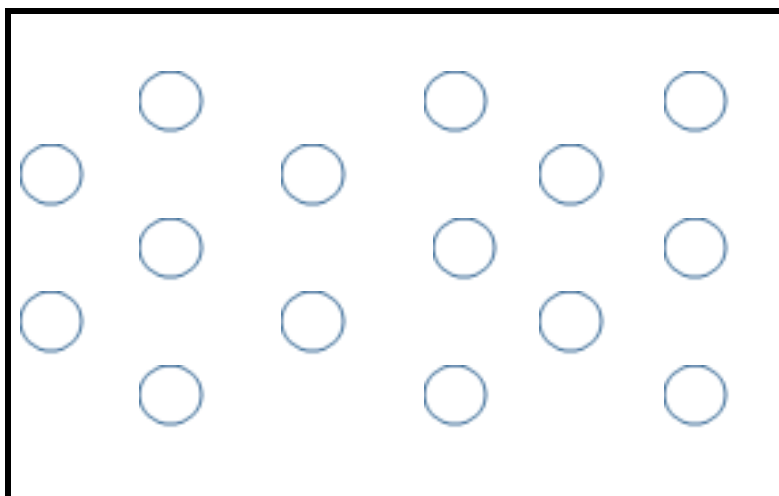
### III. SPECIFIC REQUIREMENTS

#### A. Use of Function Room and Other Amenities

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
  - a. Table set-up for check-in counters, where employees shall drop off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and luggage drop-off should be on the same floor where the function room is located.
  - b. The service provider shall be responsible for transferring the luggage of employees to their assigned rooms once available.
  - c. Room keys shall be distributed on Day 1.
2. Function Rooms
  - a. The function room must be air-conditioned and able to accommodate a minimum of Ninety (90) persons with a round table set-up.
  - b. The table layout must follow the required social distancing and health protocols, depending on the declared alert level.

Area 1  
Round table set-up



## Area 2

- c. There should be available restrooms for male and female located inside and/or near the function room.
- d. There shall be a separate table set-up/area for the Secretariat.
- e. The following shall be available in the function room throughout the activity:
  - Whiteboard/flip chart, markers, pads, pen/pencils, extension cords, and mints/candies.
  - Widescreen/s and LCD Projector/s. Should IC bring laptops, portable printers, LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
  - Basic lights and audio/PA system, including microphones.
  - WiFi access/connection.

### **B. Accommodations**

The service provider shall provide overnight room accommodation for a minimum of 90 persons with the following minimum requirements:

1. Guaranteed air-conditioned rooms, with basic hotel room facilities, including, but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, mini-bar and coffee and tea making machine, 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. Room accommodations shall include complimentary use of hotel facilities (i.e., gym, fitness, and pool).
2. Room allocations:
  - Single Occupancy Rooms – 9 (For VIP/Executive)
  - Duplex/Twin Sharing Room – 15 (For Division Managers)
  - Triple Room Sharing – 17 (for Supervisors/Acting Supervisors and Secretariat)

### **C. Transportation Services**

The service provider shall be responsible for the transportation services from Manila to the Venue in Tagaytay City and vice versa (Day 1: IC Manila Head Office to Tagaytay City and Day 3: Tagaytay City to Manila Head Office). It must be an **airconditioned bus, coaster or van**. The transportation services shall accommodate the maximum number of 80 pax. The 4 participants from Cebu City and Davao City shall also be picked up from the airport and transported to the venue for Day 1.

#### **D. Meals**

The service provider shall provide the following meal requirements for a minimum of 90 pax:

1. Meal Schedule
  - Day 1: Lunch, PM Snack, and Dinner
  - Day 2: Breakfast, AM Snack, Lunch, PM Snack and Dinner
  - Day 3: Breakfast, AM Snack, Lunch and Packed PM Snack
2. Inclusive of (1) round of iced tea/juice/soft drink per meal.
3. Free-flowing coffee and tea, with provision for a water station, throughout the function.
4. There shall be at least one (1) table designated for Executives/VIPs.
5. Venue for Meals  
Breakfast, lunch, dinner, and snacks shall be served in the Function Room.
7. The preferred menu is Filipino cuisine.
8. The proposed menu shall be submitted to the IC, and food tasting shall be scheduled accordingly.
9. The menu for the entire function shall be subject to the approval of the IC.

#### **IV. 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.

The service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

#### **V. GENERAL CONDITIONS**

1. All entries in the quotation must be typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative. (*Annex A-Reply Slip*)
2. The sealed quotation shall be submitted to IC, together with the following documentary requirements:
  - a. Certified true copy of the company's PhilGEPS Registration
  - b. Certified true copy of the 2022 Mayor's/Business Permit

- c. Certified true copy of the Latest Income/Business Tax
  - d. Notarized Omnibus Sworn Statement (*Annex B- Omnibus Sworn Statement*)
3. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations over the Approved Budget Cost shall likewise be disqualified.
4. The **quotation/duly accomplished and signed REPLY SLIP**, including the required documents as enumerated therein, must be submitted through email not later than **11 October 2022, 2:00 PM** through the following:

**Contact Person:** **Mr. Mark Franklin M. Sanchez**  
IC Planning Officer III

**Office Address:** 2/F Insurance Commission Building  
1071 United Nations Avenue, Ermita, Manila

**Telephone Nos.:** (+632) 8-523-8461, local 144;

**E-Mail:** mfm.sanchez@insurance.gov.ph

## **VI. 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 (A) 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.

## **VII. AWARDING OF CONTRACT**

For verification and validation purposes, the bidder with the Lowest Calculated Bid (LCB) shall be required to present the original copies of the following documents, prior to the awarding of the contract:

1. 2022 Mayor's Business Permit
2. Latest Income Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

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.

## **VIII. 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/Acceptance by IC.

Advance payment may be allowed subject to the provision of Section 4.3, Annex D of R.A. 9184.

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.

For further inquiries, you may contact Mr. Mark Franklin M. Sanchez (+632) 8-523-8461, local 144 or [mfm.sanchez@insurance.gov.ph](mailto:mfm.sanchez@insurance.gov.ph).

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.

## **IX. SPECIAL CONDITIONS**

### ***Qualification of Supplier***

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.

### ***Limitation of Liability***

2. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

### ***Termination***

3. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
4. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.
5. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

### ***Miscellaneous***

6. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights
7. If any part, term, or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
8. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
9. It is understood that all the relevant provisions of the Republic Act No. 9184 otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.



**GREGORY VINCENT O. FERRER**  
IC Division Manager  
Planning and Management Division



**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
: \_\_\_\_\_  
**Contact Information** : \_\_\_\_\_  
**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 (including use of function room, accommodations, transportation services and meals) for the Strategic Planning Workshop for FY 2023**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
<b>Lease of Venue (including use of function room, accommodations, transportation services and meals) for the Strategic Planning Workshop for FY 2023 (P.R. No. 2022-10-252)</b> Note: <ul style="list-style-type: none"><li>Total Cost should not exceed ABC of eight hundred fifty thousand pesos (Php850,000.00)</li><li>Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</li></ul>	1 Lot	Php 850,000.00

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- a. 2022 Mayor's Business Permit
- b. Latest Income Business Tax Return
- c. Proof of PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

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

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid/Quotation]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*  
*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];  
*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
  
2. *[Select one, delete the other:]*  
*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;  
*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
  
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
  
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
  
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
  
6. *[Select one, delete the rest:]*  
*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;  
*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*