



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 Door 10-11, Ground Floor, HVG Arcade I.T. Park
 Subangdaku, Mandaue City, Cebu
 E-mail address: iccebu@insurance.gov.ph
 Tel. No.: (032) 254 0861



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 Office Space for IC Cebu District Office**, for the Fiscal Year 2023, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Office Space for IC Cebu District Office
REFERENCE NO./ RIS NO.	P.R. No. 2022-11-277A
LOCATION	Cebu City
APPROVED BUDGET FOR THE CONTRACT (ABC)	<u>LOT 1</u> : PHP 185,574.67 monthly rate or annual rate of PHP 2,226,896.10 inclusive of VAT
DELIVERY PERIOD	<u>LOT 1</u> : From 01 January 2023 until 31 December 2023
DEADLINE OF SUBMISSION OF OPEN QUOTATIONS	<u>28</u> November 2022 / 12:00PM

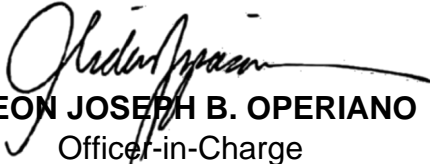
An interested party's **QUOTATION**, including the required documents, **must be submitted through email not later than, 12:00 P.M of 28 November 2022** to the Insurance Commission Cebu District Office through the following:

Contact persons: Ms. Cherie R. Samala, IC Administrative Assistant I
 Mr. Albert D. Naranjo, IC Insurance Specialist I
 Mr. Renato M. Allego, Jr., IC Senior Insurance Specialist

Office Address: Insurance Commission - Cebu District Office
 Door 10-11 Ground Floor, HVG Arcade I.T. Park,
 Subangdako, Mandaue City, Cebu

Telephone Nos.: (032) 254-0861

E-mail: cas.samala@insurance.gov.ph
ad.naranjo@insurance.gov.ph
rm.allegojr@insurance.gov.ph
insurancecebu@yahoo.com
bacsec@insurance.gov.ph


GIDEON JOSEPH B. OPERIANO
Officer-in-Charge
Cebu District Office



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TERMS OF REFERENCE ON THE LEASE OF OFFICE SPACE FOR IC CEBU DISTRICT OFFICE FOR F.Y. 2023

I. SCOPE

1. The prospective supplier/service provider shall submit their quotation for **lease of office for IC Cebu District Office FY 2023**.
2. The prospective supplier/service shall have office space for lease in compliance with the requirements provided in this Terms of Reference

II. OBJECTIVE

To lease an office space for IC Cebu District Office in compliance with the requirements and conditions imposed upon by this Terms of Reference.

III. GENERAL REQUIREMENTS

1. The office space should be strategically located within Cebu City and accessible to the commuting public.
2. Said office space should not be situated in low lying areas or near rivers or creeks which are prone to flooding.
3. Available Unit must be located at Ground Floor with allocation for signage clearly visible to the public.
4. Designated free parking space for employees and/or client.
5. Provision to setup power generator.

IV. SPECIFIC REQUIREMENTS

The total office space subject of this lease should be between TWO HUNDRED THIRTY TO TWO HUNDRED SIXTY SQUARE METERS (230-260 SQ. M.) to accommodate the following:

1. Work station of Division Manager;
2. Individual work stations for ten (10) personnel (9 Plantilla personnel and 1 under Service Agreement);
3. Hearing room/ Mediation room;
4. Examination room for ACE;
5. Docket room and storage area;
6. Waiting area/receiving area for clients;
7. Pantry area or break room area which will also serve as the janitorial staff's area;
8. Comfort room.

V. FACILITIES AND SERVICES

1. Ready provision for utilities
 - Has existing provisions for light, water, Air conditioning, internet and telephone lines.
2. Separate comfort room
 - Provide at least one (1) comfort room for the exclusive use of IC Cebu District Office personnel, clients, and visitors.

VI. TERM OF LEASE

The term of lease for this one lot is:

- LOT 1: From 01 January 2023 until 31 December 2023.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC shall likewise consist of one (1) lot, which corresponds to the term of the lease discussed in Section VI of this TOR, as follows:

- LOT 1: PHP 185,574.67 monthly rate or annual rate of PHP 2,226,896.10 inclusive of VAT.

VIII. MODE OF PROCUREMENT

1. The procurement through Lease of Real Property and 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.
2. The service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

IX. 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 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 Page 6 of 9
 - 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 28 November 2022, 12:00 PM through the following:

Contact Person:	Mr. Albert D. Naranjo
Office Address:	Insurance Commission - Cebu District Office Door 10-11 Ground Floor, HVG Arcade I.T. Park, Subangdako, Mandaue City, Cebu
Contact No.:	(032) 254-0861
E-mail Add:	ad.naranjo@insurance.gov.ph insurancecebu@yahoo.com

X. EVALUATION AND SELECTION CRITERIA

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Real Property and 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.

XI. 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.

XII. PAYMENT TERMS

The payment of rental rendered shall be made within thirty (30) days upon issuance of the billing statement.


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.

XIII. OTHER PROVISIONS


The following provisions shall be included in the lease contract:

1. The Lessee shall be allowed to introduce improvements to the leased premises, subject to prior written approval of the Lessor;
2. Any movable structures installed by the Lessee can be removed when the leased premises are vacated; and
3. The Lessor shall provide at least one (1) comfort room for the exclusive use of IC Cebu District Office personnel, clients, and visitors.

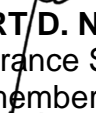
Prepared By:




Atty. TERENCE VANESSA P. TOMOL, CPA
IC Attorney I, Cebu District Office
TWG member for Lease of Office Space IC-CDO



RENATO M. ALLEGO JR.
IC Senior Insurance Specialist Cebu District Office
TWG member for Lease of Office Space IC-CDO

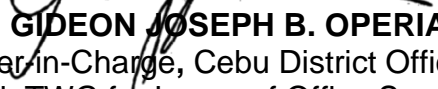


ALBERT D. NARANJO
IC Insurance Specialist I Cebu District Office
TWG member for Lease of Office Space IC-CDO



CHERIE R. SAMALA
IC Administrative Assistant I Cebu District Office
TWG member for Lease of Office Space IC-CDO

Noted and Approved By:



Atty. GIDEON JOSEPH B. OPERIANO
Officer-in-Charge, Cebu District Office
Head, TWG for Lease of Office Space IC-CDO

22 November 2022

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Lease of Office Space for IC Cebu District Office for the Fiscal Year 2023** (P.R. No. 2022-11-277A), I/We quote you on the item at prices noted below:

DESCRIPTION	QUANTITY MEASURE	Unit Price	Total Cost
Lease of Office Space for IC Cebu District Office for the Fiscal Year 2023	1 Lot		
Total Amount in Words :			
<i>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of PHP185,574.67 monthly rate or annual rate of PHP2,226,896.10, inclusive of VAT, inclusive of all applicable taxes, fees, and other charges.</i>			

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;
- Valid 2022 Mayor's/Business Permit;
- Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position : _____
Date : _____

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

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]