



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):

NAME OF PROJECT	Lease of Venue (including use of function room, accommodations, transportation services, meals and documentation services (photography/videography)) for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Activity
REFERENCE NO./PR NO.	PR No. 2023-08-246
APPROVED BUDGET FOR THE CONTRACT (ABC)	PhP 3,500,000.00 inclusive of VAT
INCLUSIONS	<ul style="list-style-type: none">○ Use of Function Room○ Meals○ Accommodations○ Transportation Services from IC Head Office to the Venue and vice versa○ Documentation Services (photography/videography)○ Other amenities
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	11 August 2023

The sealed quotation may be submitted personally or through e-mail not later than **11 August 2023, 2:00 PM** to the Insurance Commission through the contact information provided below:

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


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



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TERMS OF REFERENCE

Lease of Venue (including use of function room, accommodations, transportation services, meals and documentation services (photography/videography)) for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Activity (P.R. No. 2023-08-246)

I. SCOPE

1. The prospective service provider should be able to provide a quotation with needed goods and services relative to the **Lease of Venue (including use of function room, accommodations, transportation services, meals and documentation services (photography/videography))** for the **2023 IC Mid-Year Performance Review and Planning and Teambuilding Activity** on 16-18 August 2023 with the following specifications:

GENERAL REQUIREMENTS

1. The preferred location is South of Manila (Region IV-A – Cavite or Batangas Area), approximately 2 hours travel time by land from the IC Manila Head Office, United Nations Avenue, Ermita, Manila.
2. The service provider shall provide the function room, hotel accommodations, and meals for three (3) days and two (2) nights.
3. The guaranteed number of persons is two hundred ten (210) including the facilitator and marshals.
4. Free parking slots shall be made available for IC official vehicles and vehicles of other IC participants.
5. In case of additional participants, the prices for accommodations, meals, use of function room, transportation services 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.

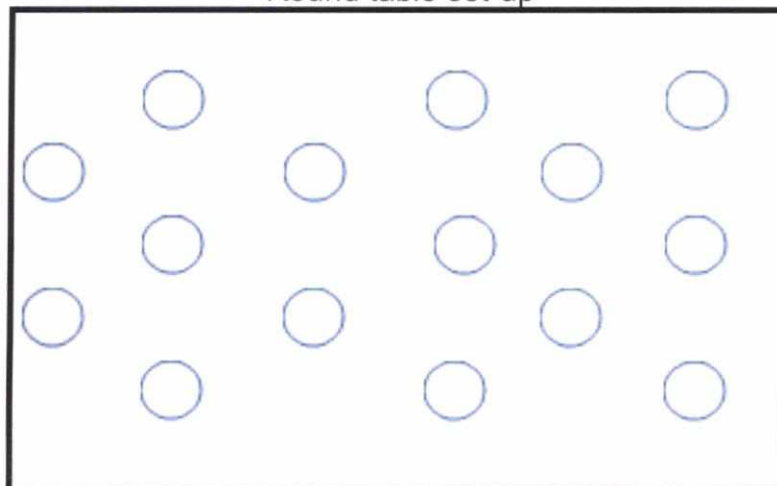
SPECIFIC REQUIREMENTS

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. Registration, Check-in and Luggage Drop-Off Counters
 - a. Table set-up for registration, luggage drop-off and 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. Storage room for luggage should be on the same floor where the function room specified in the previous section.
 - c. The service provider shall be responsible for transferring the luggage of employees to their assigned rooms once available.
 - d. Room keys shall be distributed at 3:00 PM. Should there be any changes in the schedule for Key Distribution, the Secretariat shall inform the service provider of such changes immediately.
2. Function Rooms for the Workshops, Employees' Night and Teambuilding Activity
 - a. The function room must be air-conditioned and able to accommodate a minimum of Two Hundred Thirty (230) 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, Microphones and LCD Projector/s.
 - Should IC or the Facilitators 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 maximum number of 230 pax including the facilitator and marshals 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:

Day	Room requirements	Number of Pax
Day 0 (Advanced Party) to Day 3	3 Double Rooms	5 pax
Day 1 to Day 3	7 Single Occupancy 15 Double Rooms 15 Triple Rooms	80 pax
Day 2 to Day 3	44 Triple Sharing	130 pax

Bed Configuration for sharing rooms (no double decks or floor mattresses) should be two (2) queen/double-sized beds.

Additional rooms (3 double rooms for the advance party and 5 rooms (2 double rooms and 3 triple rooms) for marshals during the event) will be allocated for the Facilitators and Marshals.

C. Transportation Services

The service provider shall be responsible for the transportation services, including driver's fees, toll fees, fuel, parking fees, and all other applicable charges and taxes from Manila to the Venue in the Venue and vice versa (Day 1: IC Manila Head Office to the Venue and Day 3: Venue to Manila Head Office). The transportation services shall accommodate the following requirements:

Schedule / Date	Number of Buses
Day 1 (16 August 2023)	2 buses with capacity of 49 each
Day 2 (17 August 2023)	3 buses with capacity of 49 each
Day 3 (18 August 2023)	5 buses with capacity of 49 each

D. Documentation Services (photography/videography)

The Documentation services (photography/videography) shall Photo & Video Coverage with Same-Day Edit for 2 Days & 1 Night with the following composition/inclusion:

- 2 Photographers
- 2 Videographers
- 1 SDE Editor
- 1 Production Assistant
- Aerial / Drone Footage
- Photo & Video Raw Files
- Same Day Edit Video
- Full Edit Video Highlights

E. Meals

The service provider shall provide the following meal requirements for a maximum number of 230 pax including the facilitator and marshals:

Meal Schedule

Day	Meal Allocation
Day 1	<ul style="list-style-type: none">• AM Snacks – 100 pax• Lunch – 100 pax• PM Snacks – 100 pax• Dinner – 100 pax
Day 2	<ul style="list-style-type: none">• Breakfast (included in the rooms)• AM Snacks – 230 pax• Lunch – 230 pax• PM Snacks – 230 pax• Dinner – 230 pax
Day 3	<ul style="list-style-type: none">• Breakfast (included in the rooms)• AM Snacks – 230 pax• Lunch – 230 pax

1. Inclusive of (1) round of iced tea/juice/soft drink per meal.
2. Free-flowing coffee and tea, with provision for a water station, throughout the function.
3. There shall be at least one (1) table designated for Executives/VIPs.
4. 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.

II. 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).

III. 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 2023 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 sealed quotation shall be submitted personally to the Information Technology Division, First Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila not later than **11 August 2023; at 2:00 PM.**

IV. 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.

V. 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. 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.


VI. 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.


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


REVELYN R. MOJICA
IC Division Manager
Human Resource 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 price quotation for the Lease of Venue (including use of function room, accommodations, transportation services, documentation services (photography/videography) and meals) for the **Mid-Year Performance Review and Planning and Teambuilding Activity**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Lease of Venue (including use of function room, accommodations, transportation services, documentation services (photography/videography) and meals) for the Mid-Year Performance Review and Planning and Teambuilding Activity (P.R. No. 2023-08-246) Note: <ul style="list-style-type: none">• Total Cost should not exceed ABC of Three Million and Five Hundred Thousand Pesos (Php3,500,000.00)• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	Php3,500,000.00

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

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. 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]

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]