



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



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **31 October 2023, 12:00 Noon**:

<b>NAME OF PROJECT</b>	One (1) Year Lease of Office space for Insurance Commission Davao District Office.
<b>PURCHASE REQUEST/REF. NO.</b>	2023 – 10 – 313A
<b>LOCATION</b>	Davao City
<b>APPROVED BUDGET</b>	<b>One Million One Hundred Forty-Nine Thousand Two Hundred Pesos (Php1,149,200.00)</b>

### TERMS OF REFERENCE

#### Lease of Office Space - Davao District Office

#### I. Overview

The Insurance Commission is providing this Technical Specification/Terms of reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Davao District Office, in compliance with the 2016 revised IRR of R.A. 9184 otherwise known as the Government Procurement Reform Act.

#### II. Objective

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Davao District Office, specifically intended to serve the populace of Davao and nearby provinces. The said Office should be accessible to the public and stakeholders who are residing or situated in the said area.

### **III. Location**

The location of the office space to be leased must be strategically located within the Davao City proper. The District Office should be accessible and visible to the commuting public.

### **IV. Space Requirement**

The total office space requirement (useable) should be at least **ONE HUNDRED EIGHTY Square Meters (180 sq. m.)**. Proposed space with larger area shall be accepted provided that the excess shall be given free of charge.

### **V. Parking Requirement**

The office building must have at least a common parking space/area and one (1) reserved parking space for the exclusive use of the IC Vehicles, employees, clients and visitors of IC.

### **VI. Term of Lease**

The term of the lease contract shall be for a period of One (1) Year which will commence on **30 NOVEMBER 2023**.

### **VII. Technical Specification**

The building must have the following facilities:

1. Sufficient electrical fixtures, lighting fixtures and convenience outlets;
2. The building must have sufficient provision for the electrical system and installation of for air-conditioning units.
3. Fire/emergency exits
4. Provision for personnel comfort room (CR) with lavatory
5. The Lessor shall provide for free and adequate space for the installation of signage

### **VIII. Documentary Requirements**

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

### **IX. Other Provisions that shall be included in the Contract**

1. Leasehold improvements shall be allowed prior to written approval of the Lessor;
2. Any movable structures installed by the IC may be removed if the office space is vacated;

3. The Lessor shall provide at least one (1) rest room for the exclusive use of IC personnel, clients and visitors;
4. Advance Payment and Security Deposit for the proposed lease of the premises shall not exceed one (1) month advance rent and three (3) months security deposit;
5. Incremental increase on the rental fees shall not exceed 5% increase on the basic monthly rental fee, per fiscal year.

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.

For further inquiries, please coordinate with **Mr. JAY T. SATOQUIA** at telephone number **(082) 327-36-51**. The **QUOTATION** may be submitted through e-mail at [jt.satoquia@insurance.gov.ph](mailto:jt.satoquia@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

**DAVAO DISTRICT OFFICE**  
**Door 2 & 3, 3rd Floor of YAP Building Quimpo Boulevard,**  
**Ecoland, Davao City**

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

**ATTY. ERNESTO R. GAVAS, JR.**  
IC Division Manager  
Davao District Office

25 October 2023

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
: \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation on the Lease of Office Space for Insurance Commission Davao District Office, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Lease of Office Space for Insurance Commission Davao District Office	1 Lot	

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

- a. 2023 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]*

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]*