



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
Unit 17, Ground Floor and Second Floor of The Gallery,  
Pope John Paul II Avenue, Barangay Kasambagan,  
Cebu City, Cebu  
E-mail address: [iccebu@insurance.gov.ph](mailto: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 the Insurance Commission (IC) Cebu District Office**, for the Fiscal Year 2024, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Office Space for the IC Cebu District Office
REFERENCE NO./ RIS NO.	PR No. 2023-10-340
LOCATION	Cebu City
APPROVED BUDGET FOR THE CONTRACT (ABC)	LOT 1: PHP 2,189,921 inclusive of VAT
DELIVERY PERIOD	LOT 1: From 01 February 2024 until 31 January 2025
DEADLINE OF SUBMISSION OF OPEN QUOTATIONS	29 November 2023 / 2:00PM

An interested party's **QUOTATION**, including the required documents, **must be submitted in person or email not later than, 2:00 P.M of 29 November 2023** 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

Office Address: Insurance Commission - Cebu District Office  
Unit 17, The Gallery, Pope John Paul Avenue,  
Barangay Kasambagan, Cebu City, Cebu

Telephone Nos.: (032) 254-0861

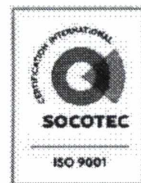
E-mail: [cas.samala@insurance.gov.ph](mailto:cas.samala@insurance.gov.ph)  
[ad.naranjo@insurance.gov.ph](mailto:ad.naranjo@insurance.gov.ph)

**ATTY. TERENCE VANESSA P. TOMOL**

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. 2024**

### **I. OVERVIEW**

The Insurance Commission is providing these Technical Specifications/Terms of Reference that expressly stipulate the space and technical requirements relative to the lease of office space for its Cebu District Office, in compliance with the provisions of Republic Act 9184, otherwise known as the Government Procurement Reform Act (GPRA), and its 2016 Revised Implementing Rules and Regulations (IRR).

### **II. OBJECTIVE**

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Cebu District Office, which is intended to serve the insuring public, pre-need companies, mutual benefit associations, and HMOs located in Cebu and/or nearby provinces. The said Office should be accessible to the general public, insurance and pre-need companies, and HMOs that are residing or have offices in Cebu and/or nearby provinces.

### **III. LOCATION**

The office space should be strategically located within CEBU CITY and accessible to the commuting public. Said office space should not be situated in low lying areas or near rivers or creeks which are prone to flooding. The primary consideration is the suitability of the area in relation to the mandate of the office unit taking into consideration the need for prudence and economy in the government service and its accessibility to clients/stakeholders. Thus, it was determined that the office should be situated within Cebu City where the insurance, pre-need and HMO companies also hold offices and which in turn makes the office accessible to the insuring public.

### **IV. SPACE REQUIREMENT**

The total usable office space requirement should be between TWO HUNDRED THIRTY TO TWO HUNDRED SIXTY SQUARE METERS (230-260 SQ. M.) to accommodate eleven (11) working stations (including manager's office) based on the plantilla of the office and one personnel under Service Agreement. Provisions for Agent's Computerized Examination room, Hearing room, Record room, and other office facilities and services. The contracted office space shall be situated at the Ground Floor level, accessible to persons with disabilities and senior citizens and with allocation for signage clearly visible to the public. The contracted office space must be easy to find and easy to access by road, public transport, and on foot.



## **V. FACILITIES AND SERVICES**

- I. Available Unit must be located at Ground Floor  
-With allocation for signage clearly visible to the public Repair and maintenance
- II. Ready provision for light, water and Air Conditioning  
-Has existing provisions for light, water and Air conditioning
- III. Separate comfort room  
- provide at least one (1) comfort room for the exclusive use of IC Cebu District Office personnel, clients, and visitors.
- IV. Free Parking Area  
-Free parking area for employees and/or clients is preferred

## **VI. TERMS OF LEASE**

The terms of lease shall consist of one (1) lot, as follows:

- LOT 1: From 01 February 2024 until 31 January 2025

## **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

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

- LOT 1: PHP 2,189,921 inclusive of VAT

## **VIII. DOCUMENTARY REQUIREMENTS**

The bidder is required to submit the following documents together with the quotation/bid:

1. Mayor's/Business Permit;
2. Proof of PhilGEPS Registration (i.e. Registration Number);
3. Income/Business Tax Return; and
4. Notarized Omnibus Sworn Statement.

## **IX. 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.

This Commission reserves the right to reject any and 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 that is most advantageous to the Government.

**Prepared By:**



**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. TERENCE VANESSA P. TOMOL, CPA**

Officer-in-Charge, Cebu District Office  
Head, TWG for Lease of Office Space IC-CDO

## 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 Negotiated Procurement, **Lease of Real Property for the office space for Insurance Commission - Cebu District Office for the Fiscal Year 2024 (P.R. No. 2023-10-340)**, I/We quote you 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 2024	1 Lot		
<b>Total Amount in Words:</b>			
<b>Note:</b> Total cost should not exceed Approved Budget of the Contract (ABC) of <b>PHP 182,493.42 monthly rate or annual rate of PHP 2,189,921</b> , inclusive of VAT, inclusive of all applicable taxes, fees, and other charges.			

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 2023 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]*

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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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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 the Notarial Practice]*