



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, meals, transportation services, and accommodations) for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)
REFERENCE NO./PR NO.	PR No. 2023-12-409
APPROVED BUDGET FOR THE CONTRACT (ABC)	PHP 2,000,000.00 inclusive of VAT and all other applicable taxes and charges
INCLUSIONS	<ul style="list-style-type: none"> ○ Use of Function Room ○ Meals ○ Transportation Services from IC Head Office to the Venue and vice versa ○ Accommodation ○ Other amenities
MODE OF PROCUREMENT	Lease of Venue
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	06 December 2023, 10:00 AM

The sealed quotation may be submitted personally or through e-mail not later than **06 December 2023, 10:00 AM** 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

TERMS OF REFERENCE

Lease of Venue (including use of function room, meals, transportation services, and accommodations) for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)P.R. No. 2023-12-409

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, meals, transportation services, and accommodations) for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)** on **18 – 20 December 2023** with the following requirements:

II. GENERAL REQUIREMENTS

1. The preferred location is within Metro Manila, approximately 1 hour to 30 minutes travel time by land from the IC Manila Head Office, 1071 United Nations Avenue, Ermita, Manila.
2. The service provider shall provide the function room and meals for three (3) days.
3. The guaranteed number of persons is **sixty (60)** including the third-party facilitator/s.
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 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:

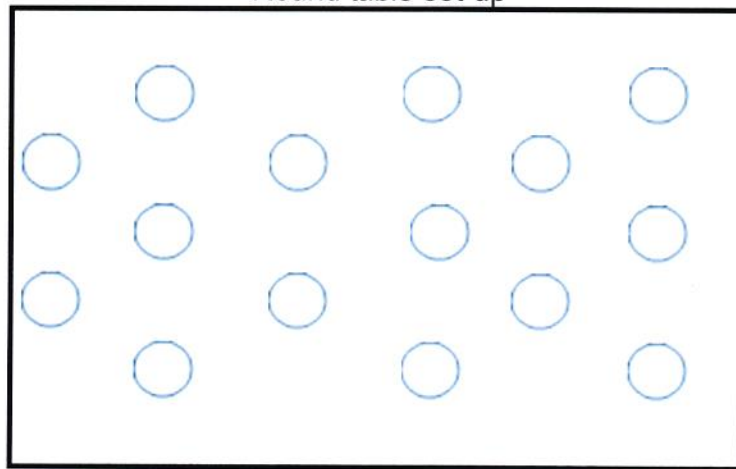
1. Registration

Table set-up for registration, which should be on the same floor where the function room is located. Registration table shall preferably be adjacent to the function room.

2. Function Rooms for the Strategic Planning Workshop (SPW)

- a. The function room must be air-conditioned and able to accommodate a minimum of **sixty (60) persons** with a round table set-up.

Round table set-up



- b. There should be available restrooms for male and female located inside and/or near the function room.
- c. There shall be a designated table set-up/area for the Secretariat within the function room.
- d. The following shall be available in the function room throughout the activity:
 - Basic lights and audio/PA system, including microphones;
 - Widescreen/s, Microphones and LCD Projector/s;
 - Whiteboard/flip chart, markers, pads, pen/pencils, extension cords,
 - WiFi access/connection; and
 - Free flowing coffee/tea/water and mints/candies.

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.

3. Accommodations

The service provider shall provide room accommodation for the Secretariat, Facilitators and District Office participants with the following 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 breakfast and use of hotel facilities (i.e., gym, fitness, and pool).
2. Room allocations:
 - Six (6) Duplex/Twin Sharing Rooms – Day 0 to 3

B. 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 and vice versa. The transportation services shall accommodate the following requirements:

Schedule / Date	Route	Number of Buses
Day 1 (18 December 2023)	Manila Head Office to Venue and vice versa	1 bus
Day 2 (19 December 2023)	Manila Head Office to Venue and vice versa	1 bus
Day 3 (20 December 2023)	Manila Head Office to Venue and vice versa	1 bus

C. Meals

The service provider shall provide the following meal requirements for a maximum number of **sixty (60)** pax including the facilitators:

Meal Schedule

Day	Meal Allocation
Day 1	<ul style="list-style-type: none"> • AM Snacks – 60 pax • Lunch – 60 pax • PM Snacks – 60 pax • Dinner – 60 pax
Day 2	<ul style="list-style-type: none"> • AM Snacks – 60 pax • Lunch – 60 pax • PM Snacks – 60 pax • Dinner – 60 pax

Day 3	<ul style="list-style-type: none"> • AM Snacks – 60 pax • Lunch – 60 pax • PM Snacks – 60 pax • Dinner – 60 pax
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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. Meals 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.

III. 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).

IV. 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 via email or personally to the Insurance Commission, 1071 United Nations Avenue, Ermita, Manila not later than **06 December 2023 not later than 10:00 AM.**

V. 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.

VI. 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.

VII. 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

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, meals, transportation services, and accommodations) for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)** 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, meals, transportation services, and accommodations) for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading) Note: <ul style="list-style-type: none"> • Total Cost should not exceed ABC of Php 2,000,000.00 • Total Cost is inclusive of 12% VAT and all other applicable taxes and charges 	1 Lot	Php 2,000,000.00

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]