



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:

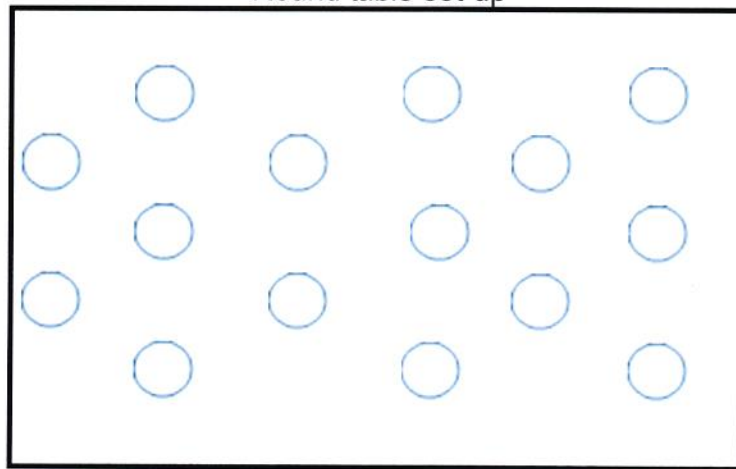
1. Registration

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.