



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, which are registered in the PhilGEPS, to participate and submit their lowest price proposal/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 for the Insurance Commission – Gender and Development Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024
REFERENCE NO. / PR NO.	PR No. 2023-11-399A
APPROVED BUDGET FOR THE CONTRACT (ABC)	Five Hundred Fifty Thousand Pesos (PhP550,000.00) <i>inclusive of taxes</i>
INCLUSIONS	<ul style="list-style-type: none">• Use of function room• Accommodations• Transportation Services from IC Office to the Venue and vice versa• Meals• Other amenities
DEADLINE OF SUBMISSION OF SEALED QUOTATION	04 December 2023, 09:00AM

The **SEALED QUOTATION** with the enclosed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted not later than 09:00AM, 04 December 2023** to the Insurance Commission through the contact information provided below:

Contact person: Ms. Jenina Roussel A. Vergara, IC Administrative Officer II

Email address: jra.vergara@insurance.gov.ph

Office Address: Second Floor, IC Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (02) 85238461 local 120


CHANTAL MAE V. SIMON
Over-all Technical Working Group Head
IC GADFPS



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TERMS OF REFERENCE

Lease of Venue for the Insurance Commission – Gender and Development Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024 (P.R. No. 2023-11-399A)

I. SCOPE OF SERVICE

The prospective service provider should be able to provide a quotation with needed goods and services relative to the **Lease of Venue for the Insurance Commission – Gender and Development Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024 on 05 - 07 December 2023** with the following specifications:

General Requirements

1. Price quotation for three (3) days and two (2) nights.
2. Event date is on 05-07 December 2023 (Tuesday to Thursday).
3. Preferred location is within eight (8) kilometers (approximately thirty (30) minutes to one hour travel time by land from IC Manila Head Office, United Nations Avenue, Ermita, Manila.
4. Guaranteed number of persons: thirty (30) pax.
5. Free parking slots shall be made available for IC Official vehicles and vehicles of other IC participants,
6. In case of additional participants, accommodations, meals, use of function room, transportation services and other facilities/amenities, shall be at the same price or less than of the regular participants.
7. 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

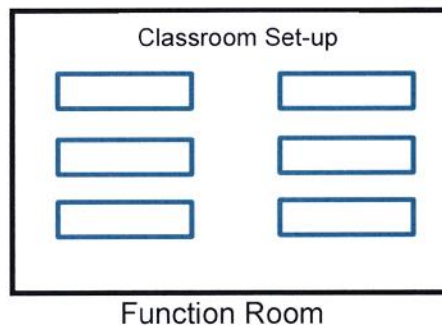
The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

1. Registration, Check-in and Luggage Drop-Off Counters
 - 1.1. 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.

- 1.2. Service Provider shall set-up at least one (1) check-in counter, each with at least one (1) staff assigned. It shall provide at least 30 luggage tags.
- 1.3. Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms once available.
- 1.4. Room keys shall be distributed at 2:00PM or at the end of the planning session on Day 1, 05 December 2023. 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

- 2.1. One (1) guaranteed air-conditioned function room. Must be able to accommodate a minimum of thirty (30) pax based on the required room set-ups, illustrated as follows:



- 2.2. There should be available restrooms for male and female located inside and/or near the function rooms.
- 2.3. The following shall be available in the function room throughout the activity:
 - Whiteboard, markers and erasers.
 - Pads and pen/pencils.
 - Free flowing coffee, candies and tea.
 - Free use of LCD Projector with wide screen.
 - Flip chart and easel stand.
 - Basic lights
 - Audio/PA system including microphones and audio jack.
 - Podium, if available.
 - Should IC bring LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
 - WiFi access/connection.
 - Accessibility to First Aid in case of emergency.
 - Standby technician and waiter/s.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of thirty (30) pax with the following minimum requirements:

1. Guaranteed air-conditioned room, 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. swimming pool and gym).
2. Room allocations:
 - For six (6) Single Occupancy Rooms
 - For twelve (12) Twin Sharing Rooms
 - Bed configuration for sharing rooms should be two (2) double/queen/king-sized beds (no double decks or floor mattresses).

C. Meals

The service provider shall provide the following meal requirements for a minimum of thirty (30) pax:

1. Meal Schedule
 - Day 1: Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner
 - Day 2: Managed Buffet Breakfast, Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner
 - Day 3: Managed Buffet Breakfast, Morning Snack, Managed Buffet Lunch and Afternoon Snack
2. Inclusive of one (1) round of iced tea/juice/soft drink.
3. Free flowing coffee and tea, with provision for water station, throughout the function.
4. There shall be a set-up of a buffet station.
5. Venue for Meals
 - Breakfast shall be served in a restaurant located inside the hotel (accommodations)
 - AM Snack, lunch PM Snack and dinner shall be served in Function Room or in the restaurant located inside the hotel if available
6. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
7. Menu for the entire function shall be subject to the approval of the Insurance Commission.

D. Transportation Services

The service provider shall be responsible for the transportation services of the thirty (30) participants, including driver's fees, fuel, parking fees, and all other applicable charges and taxes.

Day 1: IC Manila Head Office to the Venue

Day 3: Venue to Manila Head Office

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. TERMS OF PAYMENT

1. The price quotation, in Philippine Peso denomination, should not exceed the ABC of **Five Hundred Fifty Thousand Pesos (Php550,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation and should not be subject to change/increase during the implementation of the contract.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

IV. GENERAL CONDITIONS

1. All entries in the **REPLY SLIP** form **must be in the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. **A Certified True Copy of the suppliers/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly**

notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.

3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person not later than 09:00 AM, 04 December 2023** to the Insurance Commission through the contact information provided below:

Contact person: Ms. Jenina Roussel A. Vergara, IC Administrative Officer II
Email address: jra.vergara@insurance.gov.ph
Office Address: 2/F, IC Building, 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (02) 85238461 local 120

4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subjected to post-qualification evaluation and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
 - c. Latest Income/Business Tax Return (ITR)
 - d. Notarized Omnibus Sworn Statement

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. SPECIAL CONDITIONS

Qualification of Supplier

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.

Limitation of Liability

2. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference

(TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

Termination

3. The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
4. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.
5. Any termination of the agreement (in whatever way occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

6. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
7. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
8. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
9. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.


CHANTAL MAE V. SIMON
Over-all Technical Working Group Head
IC GADFPS

REPLY SLIP

Name of Supplier : _____
Address : _____

Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration/
Organization No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue for the Insurance Commission – Gender and Development Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024 (P.R. No. 2023-11-399A)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Lease of Venue for the Insurance Commission – Gender and Development Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024 Note: <ul style="list-style-type: none">• Total Cost should not exceed ABC of Five Hundred Fifty Thousand Pesos (PhP550,000.00)• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	Php

In compliance with the TOR, the **original copy of the Notarized Omnibus Sworn Statement (using prescribed template/format)** is enclosed together with the Reply Slip.

Certified true copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Number/Certificate;
2. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
3. 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]

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]