



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):

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

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](mailto: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



## 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)**

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#### **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:

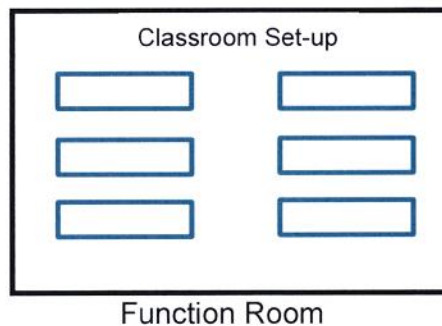
1. Registration, Check-in and Luggage Drop-Off Counters
  - 1.1. Table set-up for registration, luggage drop-off and check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and luggage drop-off should be 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.