



## REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers 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):

<b>NAME OF PROJECT</b>	<b>Lease of Venue (including use of function room, meals, accommodation, transportation and other amenities) for the Insurance Commission – Gender and Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024</b>
<b>REFERENCE NO. /PR NO.</b>	PR No. 2024-10-297
<b>MODE OF PROCUREMENT</b>	Lease of Venue (Sec. 53.10, Revised Implementing Rules, and Regulations of R. A. No. 9184)
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>Five Hundred Thousand Pesos (Php500,000.00) inclusive of applicable charges and taxes</b>
<b>DATE OF PLANNING</b>	<b>23 – 25 October 2024</b>
<b>INCLUSIONS</b>	Function Room, Meals, Accommodation Transportation, and Other Amenities
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	<b>21 October 2024 / 10:00AM</b>

The sealed quotation may be submitted personally or through e-mail not later than **21 October 2024, 10:00 AM** to the Insurance Commission or through the contact information provided below:

**Contact persons:** Ms. Marianne V. Supetran, IC Administrative Officer III  
Ms. Jenina Roussel A. Vergara, IC Administrative Officer II

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

**Telephone Nos.:** (+632) 8-523-8461, local 120

**E-mail:** [mv.supetran@insurance.gov.ph](mailto:mv.supetran@insurance.gov.ph)  
[ira.vergara@insurance.gov.ph](mailto:ira.vergara@insurance.gov.ph)

**CHANTAL MAE V. SIMON**  
Over-All TWG Head  
IC GADFPS



## TERMS OF REFERENCE

### **Lease of Venue (including use of function room, meals, accommodation, transportation and other amenities) for the Insurance Commission – Gender and Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024**

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#### **I. Scope of Service**

The service provider should be able to provide the function room, meals, accommodation, transportation and other amenities, with the following specifications:

##### **General Requirements**

1. Price quotation for three (3) days and two (2) nights.
2. Event date: **23-25 October 2024** (Wednesday to Friday).
3. Preferred location: Approximately one to two hours travel time by land from IC Manila
4. Number of persons: 30 pax
5. Accommodations, meals, transportation, use of function room and other facilities/amenities, in case of additional participants, shall be at the same price or less than the regular participants.
6. Accessibility to First Aid Kit in case of emergency.
7. Near key establishments such as police, fire stations, hospitals, restaurant, markets and banks.
8. 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. Function Room**

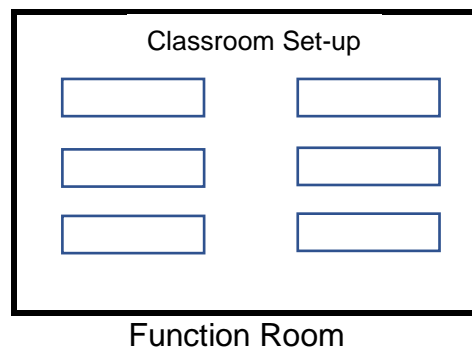
The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

1. Check-in and Luggage Drop-Off Counters
  - 1.1. Table set-up for 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 in the same floor where the function room specified in Item A.2. 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, 23 October 2024.

## 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 near the function rooms.
- 2.3. The following shall be available in the function room throughout the activity:
  - Whiteboard/flip chart, markers, pads and pen/pencils and mints/candies.
  - One (1) wide screen for LCD Projector. Should IC bring LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
  - Basic lights and audio/PA system including microphones.
  - WiFi access/connection.
- 2.4. Daily use of Function Room, excess hours fee shall be waived:
  - Day 1 – Twelve (12) Hours
  - Day 2 – Twelve (12) Hours
  - Day 3 – Eight (8) Hours

## B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 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).

2. Room allocations:

**October 23 – 25, 2024**

- For 20 Female Employees:
  - 5 Single Occupancy Room
  - 7 Double Occupancy Room
  
- For 8 Male Employees:
  - 1 Single Occupancy Room
  - 4 Double Occupancy Room
  
- For 2 Male IC Executive Officials:
  - 2 Executive Rooms

**Additional for October 24-25, 2024**

- For 1 Female Resource Speaker
  - 1 Executive Room
  
- 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 30 pax:

1. Meal Schedule

- Day 1: Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner, Evening Snacks (Late Session)
- Day 2: Managed Buffet Breakfast, Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner, Evening Snacks (Late Session)
- Day 3: Managed Buffet Breakfast, Morning Snack, Managed Buffet Lunch, Afternoon Snack

2. Inclusive of one (1) round of iced tea/juice/soft drink.

3. Free flowing of candies and coffee and tea, with provision for water station, throughout the function.

4. There shall be a set-up of two-way buffet station, if possible.

5. Venue for Meals

- Breakfast shall be served in a restaurant located inside the hotel (accommodations)
- Lunch 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**

Free parking space for participants, bus services and official IC vehicles.  
At least ten (10) complimentary safe and secure parking slots.

##### **Mode of Transportation – Shuttle Service: Van**

###### **October 23, 2024**

From Insurance Commission to Venue / Hotel – 26 pax

###### **October 24, 2024**

From Quezon City to Venue / Hotel – 1 pax

###### **October 25, 2024**

From Venue / Hotel to Insurance Commission – 26 pax

###### **October 25, 2024**

From Venue / Hotel to Quezon City – 1 pax

## **II. TERMS OF PAYMENT**

1. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
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 one hundred twenty (120) days from submission of quotation and should not be subjected 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.

Advance payment may be allowed subject to the provision of Section 4.3, Annex D of R.A. 9184.

## **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 **Reply Slip Form (Annex A)** must be duly signed by the **supplier/dealer or its duly authorized representative**.
2. The sealed quotation shall be submitted personally or through e-mail not later than **21 October 2024, 10:00 AM** to the Insurance Commission or through the contact information provided below:  
Ms. Marianne V. Supetran - [mv.supetran@insurance.gov.ph](mailto:mv.supetran@insurance.gov.ph)  
Ms. Jenina Roussel A. Vergara - [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

##### **Documentary Requirements:**

- a. Certified True Copy of the company's Philgeps Registration/ Certificate
  - b. Certified True Copy of the 2024 Mayor's/Business Permit
  - c. Certified True Copy of the Latest Income/Business Tax
  - d. Notarized Omnibus Sworn Statement (**Annex B**)
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. For verification/validation purposes, the bidder with the lowest calculated bid **shall be subject to post-qualification and are required to present the original copies of the documentary requirements, prior to the awarding of the contract.**

#### 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 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 Insurance Commission 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 fifteen (15) days of written notice from the other Party so to do.
5. Any termination of the agreement (howsoever 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 rights 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 five (5) days, the Party not 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, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.



**CHANTAL MAE V. SIMON**  
Over-All TWG Head  
IC GADFPS





**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_

**Address** : \_\_\_\_\_

\_\_\_\_\_

**Business Registration 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 **Lease of Venue (including use of function room, meals, accommodation, transportation and other amenities) for the Insurance Commission – Gender and Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Total Cost</i>
<p><b>Lease of Venue (including use of function room, meals, accommodation, transportation and other amenities) for the Insurance Commission – Gender and Focal Point System (IC GADFPS) Planning and Budgeting Workshop for FY 2024</b></p> <p><b>Date: 23-25 October 2024</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li><b>Total Cost should not exceed ABC of Five Hundred Thousand Pesos (Php 500,000.00)</b></li> <li><b>Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</b></li> </ul>	<p><b>1 lot</b></p>	





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; and
3. Latest Income/Business Tax Returns (ITR).

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**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:
  - 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]*