



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):

<b>NAME OF PROJECT</b>	<b>Lease of Venue (including use of function room, meals, accommodations, and collaterals) for the Strategic Planning Workshop (SPW) for FY 2025</b>
<b>REFERENCE NO./PR NO.</b>	PR No. <b>2024-10-317</b>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>Php 2,000,000.00</b> inclusive of VAT and all other applicable taxes and charges
<b>INCLUSIONS</b>	<ul style="list-style-type: none"><li>○ Use of Function Room</li><li>○ Meals</li><li>○ Accommodations</li><li>○ SPW collaterals for 60 pax</li><li>○ Other amenities</li></ul>
<b>MODE OF PROCUREMENT</b>	Lease of Venue
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION/S</b>	<u>08 November</u> <b>2024, 10:00 AM</b>

The sealed quotation may be submitted personally or through e-mail not later than 08 November 2024, 10:00 AM to the Insurance Commission through the contact information provided below:

**Contact Person:** **Ms. Via Katherine DL. Panganiban**  
IC Planning Officer I  
**Office Address:** 2/F Insurance Commission Building  
1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** (+632) 8-523-8461, local 144;  
**E-Mail:** [vkdl.panganiban@insurance.gov.ph](mailto:vkdl.panganiban@insurance.gov.ph)  
[PlanningDiv@insurance.gov.ph](mailto:PlanningDiv@insurance.gov.ph)

  
**GREGORY VINCENT O. FERRER** *mf*  
IC Division Manager  
Planning and Management Division

## **TERMS OF REFERENCE**

### **Lease of Venue (including use of function room, meals, accommodations, and collaterals) for the IC Strategic Planning Workshop for FY 2025 (P.R. No. 2024-10-317)**

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#### **I. SCOPE**

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, accommodations, and collaterals) for the Strategic Planning Workshop for FY 2025 on November 13 to 15, 2024**, with the following requirements:

#### **GENERAL REQUIREMENTS**

1. The preferred location is within Region IV-A (Batangas), approximately three (3) hours 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 and two (2) nights. Meals shall include breakfast, AM snacks, lunch, PM snacks, and dinner. Packed meals shall be provided, as necessary. The guaranteed number of IC participants is 60. The number of facilitators and co-facilitators are to be determined.
3. Free parking slots shall be made available for IC official vehicles and vehicles of other IC participants.
4. In case of additional participants, the prices for meals, use of function room, and other facilities/amenities shall be at the same price or less than that of the regular participants.
5. 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 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 event. Below are the minimum requirements:

##### **1. Registration**

- a. 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.

- b. Storage room for luggage should be on the same floor where the function room is specified in the previous section.
- c. The service provider shall be responsible for transferring the luggage of employees to their assigned rooms once available.
- d. Room keys shall be distributed at 3:00 PM. Should there be any changes in the schedule for key distribution, the Secretariat shall inform the service provider of such changes immediately.

## **2. Function Room**

- a. The function room must be air-conditioned, must accommodate a minimum of **60 participants**, and must have provisions for the following:
  - Basic lights and audio/PA system, including at least four (4) microphones;
  - Widescreen/s and LCD Projector/s;
  - Whiteboard or flip charts, markers, pads, pen, pencils, extension cords,
  - Strong Wi-Fi connection; and
  - Free flowing coffee, tea, and water, and mints or candies.
- b. There shall be a designated table set-up or area for (1) Registration and (2) Secretariat within the function room. Function room setup shall be classroom type and should accommodate **60 participants** comfortably.
- c. Should IC employees bring laptops, portable printers, LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
- d. There should be available restrooms for male and female located inside or near the function room.

## B. Accommodations

The service provider shall provide room accommodation for 60 participants and facilitators (head count to be determined) with the following minimum requirements:

1. Guaranteed air-conditioned rooms, with basic hotel room facilities, including, but not limited to: beddings, cable television, IDD/NDD phone system, Wi-Fi access, closet, safety vault, refrigerator, mini bar and coffee, 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 for 3 days and 2 nights:

Room type	No. of rooms
Single occupancy rooms	8
Double occupancy rooms	26

Four (4) rooms will be provided for the advance party for 4 nights and 3 days.

## C. Meals

The service provider shall provide the following meal requirements for a minimum of 60 participants:

Day	Meal Allocation
Day 1	<ul style="list-style-type: none"><li>• Lunch</li><li>• PM snacks</li><li>• Dinner</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Breakfast</li><li>• AM snacks</li><li>• Lunch</li><li>• PM snacks</li><li>• Dinner</li></ul>
Day 3	<ul style="list-style-type: none"><li>• Breakfast</li><li>• Lunch</li><li>• Packed snacks</li></ul>

- Inclusive of one (1) round of iced tea/juice/soft drink per meal.
- Free-flowing coffee and tea, with provision for a water station, throughout the event.
- There shall be at least one (1) table designated for Executives/VIPs.
- Venue for all meals shall be served in the Function Room.
- The preferred menu is Filipino cuisine.

- The proposed menu shall be submitted to the IC and food tasting shall be scheduled accordingly.
- The menu for the entire function shall be subject to the approval of the IC.

#### **D. SPW Collaterals**

To create a sense of unity and shared purpose among attendees, the service provider shall provide collaterals in the form of coat jackets for the participants of the SPW. The technical specifications must be:

- Two-way stretch;
- Lightweight fabric with UV protection technology;
- Moisture-wicking dry technology and quick-drying;
- Machine-washable.

The specific sizes and demographic breakdown are to be determined.

### **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. 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 2024 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 08 November **2024 not later than 10:00 AM.**

#### IV. 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.

#### V. 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 120 days and should not be subject to change/increase during the implementation of the contract.

#### VI. PAYMENT TERMS

The payment for the services rendered shall be made within 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 and meals) for the Strategic Planning Workshop for FY 2025** subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
<b>Lease of Venue (including use of function room, meals, and accommodations) for the Strategic Planning Workshop for FY 2025</b>	1 Lot	Php __, __, 000.00
Note: <ul style="list-style-type: none"><li>• <i>Total Cost should not exceed ABC of Php 2,000,000.00</i></li><li>• <i>Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</i></li></ul>		

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]*