



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	Procurement of Transportation Services for the Strategic Planning Workshop (SPW) for FY 2025
REFERENCE NO./PR NO.	PR No. 2024-10-318
APPROVED BUDGET FOR THE CONTRACT (ABC)	Php 103,000.00
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Procurement of Transportation Service
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>11</u> November 2024, 10:00 AM

The sealed quotation may be submitted personally or through e-mail not later than **11 November 2024, 10:00 AM** to the Insurance Commission through the contact information provided below:

Contact Person : **Mr. Charles Robert E. Acosta**
IC Planning Officer II
Office Address : 2/F Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila
Telephone Nos. : (+632) 8-523-8461, local 144;
E-Mail : cre.acosta@insurance.gov.ph


MAESIE ANN P. BERTUMEN
IC Planning Officer IV
Planning and Management Division



TERMS OF REFERENCE

Procurement of Transportation Service for the IC Strategic Planning Workshop (SPW) for FY 2025 P.R. No. 2024-10-318

I. SCOPE

The prospective service provider should be able to provide a quotation with needed goods and services relative to the **Procurement of Transportation Service for the Strategic Planning Workshop (SPW) for FY 2025 on November 13 to 15, 2024**, with the following requirements:

GENERAL REQUIREMENTS

1. The Price Quotation to be denominated in Philippine peso, shall include the following:
 - a. Insurance
 - b. Driver's Fee
 - c. Driver's meals
 - d. Fuel
 - e. Toll Fee
 - f. Parking Fee
 - g. 12% VAT and all other applicable taxes and charges
2. The quoted price 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 the submission of the quotation.
4. The payment for the services rendered shall be made upon issuance of the billing statement
5. The payment for the services rendered shall be made upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service by the end-user. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

SPECIFIC REQUIREMENTS:

Two (2) tourist buses shall be provided as transportation service for the Insurance Commission from the IC Head Office to Batangas, and vice versa.

The service provider should be able to provide two (2) buses with the following specifications:

1. Buses must be able to comfortably seat 60 participants or a minimum of 30 participants each;

2. Buses must be sanitized before the scheduled pick up and after the drop-off of IC employees;
3. They must have working air-conditioning system, are clean, well sanitized, and without unpleasant odors;
4. They must be equipped with a functional audio and video system.

Schedule:

13 November 2024 (Wednesday) – Departure from IC Head Office to Batangas

5:00 AM	Assembly at IC Head Office Parking Lot
6:00 AM	Departure to Batangas
8:00 AM	Estimated arrival at Batangas

15 November 2024 (Friday) – Departure from Batangas to IC Head Office

1:00 PM	Departure to IC Head Office
3:00 PM	Estimated arrival at Insurance Commission

II. 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 ____ October 2024 not later than 10:00 AM.

III. EVALUATION AND SELECTION CRITERIA

1. 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.

IV. AWARDING OF CONTRACT

1. 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:
 - a. Mayor's Business Permit
 - b. Latest Income / Business Tax Return
 - c. Proof of PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement
2. The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

V. PAYMENT TERMS

The payment for the services rendered shall be made within thirty (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.



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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 **Procurement of Transportation Service for the Strategic Planning Workshop (SPW) for FY 2025** subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Procurement of Transportation Services for the IC Strategic Planning Workshop (SPW) for FY 2025 Note: <ul style="list-style-type: none">• <i>Total Cost should not exceed ABC of One Hundred Three Thousand Pesos (Php 103,000.00)</i>• <i>Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</i>	1 Lot	_____

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]