



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
Cebu District Office  
Unit 17, Ground Floor and Second Floor, The Gallery  
Pope John Paul II Avenue, Barangay Kasambagan, Cebu City  
E-mail address: iccebu@insurance.gov.ph  
Tel. No.: (032) 254 0861



### REQUEST FOR QUOTATION

Name of Supplier : \_\_\_\_\_  
Address : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
Tax Identification No. : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the **Lease of Office Space for the Insurance Commission (IC) Cebu District Office**, for the Fiscal Year 2025, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Office Space for the IC Cebu District Office
REFERENCE NO./ RIS NO.	PR No. 2024-10-326
LOCATION	Cebu City, Cebu
APPROVED BUDGET FOR THE CONTRACT (ABC)	LOT 1: PHP 3,584,375.42 inclusive of VAT
DELIVERY PERIOD	LOT 1: From 01 February 2025 until 31 January 2026
DEADLINE OF SUBMISSION OF OPEN QUOTATIONS	13 November 2024 / 2:00 PM

An interested party's **QUOTATION**, including the required documents, **must be submitted in person or email not later than, 2:00 P.M of 13 November 2024** to the IC Cebu District Office through the following:

Contact persons : Mr. Albert D. Naranjo, IC Insurance Specialist I  
Office Address : Insurance Commission - Cebu District Office  
Unit 17, GF/2F, The Gallery, Pope John Paul Avenue  
Barangay Kasambagan, Cebu City, Cebu  
Telephone No. : (032) 254-0861  
E-mail : ad.naranjo@insurance.gov.ph

  
**ATTY. TERENCE VANESSA P. TOMOL**  
Officer-in-Charge  
Cebu District Office



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## **TERMS OF REFERENCE ON THE LEASE OF OFFICE SPACE FOR IC CEBU DISTRICT OFFICE FOR F.Y. 2025**

### **I. OVERVIEW**

The Insurance Commission is providing these Technical Specifications/Terms of Reference to outline the space and technical requirements relative to the lease of office space for its Cebu District Office. This is in accordance with the provisions of Republic Act 9184, otherwise known as the Government Procurement Reform Act (GPRA), and its 2016 Revised Implementing Rules and Regulations (IRR)

### **II. OBJECTIVE**

The objective is to lease an office space that meets the specific requirements and conditions established by the Insurance Commission for its Cebu District Office. This office will serve both the insuring public and the Insurance Commission-regulated entities (ICRE), including pre-need companies, mutual benefit associations, and HMOs located in Cebu and surrounding provinces. It is essential that the office be easily accessible to the general public, as well as to insurance and pre-need companies, mutual benefit organizations, and HMOs operating in Cebu and nearby areas.

### **III. LOCATION**

The office space should be strategically located within Cebu City, ensuring accessibility for the commuting public. It is essential that the chosen location is not in low-lying areas or near rivers and creeks prone to flooding.

Primary considerations for the location include its alignment with the office's mandate, emphasizing prudence and economy in government service, as well as its accessibility for clients and stakeholders.

Given these factors, the office should be situated in Cebu City, a hub where numerous insurance, pre-need, and HMO companies operate. This proximity will enhance accessibility for the insuring public, fostering a collaborative environment among service providers and clients alike.

#### IV. SPACE REQUIREMENT

The total usable office space requirement should be between TWO HUNDRED FIFTY TO THREE HUNDRED TWENTY-FIVE SQUARE METERS (250-325 SQ. M.) to accommodate ten (10) working stations, including manager's office. The space should also provide areas for an Agent's Computerized Examination room, a Hearing room, a Record room, and other essential office facilities and services.

Furthermore, the office space must be accessible to persons with disabilities and senior citizens. It should be conveniently located and easily accessible by road, public transport, and on foot.

#### V. FACILITIES AND SERVICES

i. **Office Unit Requirements**

The available unit must be semi-fitted, with ready provisions for lighting, water, and air conditioning. A plug-and-play office space is preferred for immediate usability.

ii. **Signage**

There should be designated space for signage that is clearly visible to the public.

iii. **Parking**

A free parking area for employees and clients is preferred.

iv. **Backup power generator**

The building should be equipped with a backup power generator to ensure uninterrupted operations during power outages.

v. **Accessibility:** The location should be easily accessible by road, public transport, and on foot, particularly for senior citizens and persons with disabilities.

#### VI. TERMS OF LEASE

The terms of lease shall consist of one (1) lot, as follows:

- LOT 1: From 01 February 2025 until 31 January 2026

#### VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC shall likewise consist of one (1) lot, which correspond to the terms of the lease discussed in Part VI of this TOR, as follows:

- LOT 1: PHP 3,584,375.42 inclusive of VAT



## VIII. DOCUMENTARY REQUIREMENTS

The bidder is required to submit the following documents together with the quotation/bid:

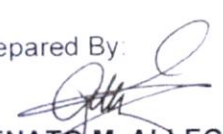
- i. Mayor's/Business Permit;
- ii. Proof of PhilGEPS Registration (i.e., Registration Number); and
- iii. Income/Business Tax Return.

## IX. OTHER PROVISIONS

The following provisions shall be included in the lease contract:

- i. The Lessee shall be allowed to introduce improvements to the leased premises, subject to prior written approval of the Lessor;
- ii. Any movable structures installed by the Lessee can be removed when the leased premises are vacated; and
- iii. This Commission reserves the right to reject any and 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 that is most advantageous to the Government.

Prepared By:

  
**RENATO M. ALLEGO JR.**  
IC Senior Insurance Specialist  
TWG member for IC-CDO Lease of Office Space  
Cebu District Office

**ALBERT D. NARANJO**  
IC Insurance Specialist I  
TWG member for IC-CDO Lease of Office Space  
Cebu District Office

Noted and Approved By:

  
**ATTY. TERENCE VANESSA P. TOMOL, CPA**  
Officer-in-Charge  
TWG Head for IC-CDO Lease of Office Space  
Cebu District Office

## REPLY SLIP

Name of Supplier : \_\_\_\_\_  
Address : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
Tax Identification No. : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms and Reference (TOR) for the Small Value Procurement (SVP) for the **Lease of Office Space for Insurance Commission - Cebu District Office for the Fiscal Year 2025** (P.R. No. 2024-10-326), I/We quote you the item at prices noted below.

DESCRIPTION	QUANTITY MEASURE	UNIT PRICE	TOTAL COST
Lease of Office Space for IC Cebu District Office for the Fiscal Year 2025	1 Lot		
<i>Total Amount in Words:</i>			
<i>Note: Total cost should not exceed Approved Budget of the Contract (ABC) of PHP 298,697.95 monthly rate or annual rate of PHP 3,584,375.42, inclusive of VAT, inclusive of all applicable taxes, fees, and other charges.</i>			

In compliance with the TOR, original copies of the following are enclosed together with the Reply Slip:

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;
- Valid 2024 Mayor's/Business Permit;
- 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]*

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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
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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 the Notarial Practice]*