

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEps registered suppliers to participate and submit their quotation for the **Lease of Venue (including food, function room, accommodations, and transportation) for the 2025-2027 Functional Group Planning and Budgeting Activity (FGPBA) of the Financial Examination Group (FEG)**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Venue for the FEG 2025-2027 FGPBA
PURCHASE REQUEST/REF NO.	<u>2024-12-386</u>
MODE OF PROCUREMENT	Negotiated Procurement – Lease of Real Property and Venue (Sec. 53.10, Revised Implementing Rules and Regulations of R.A. No. 9184
APPROVED BUDGET FOR THE CONTRACT	Nine Hundred Thirty-One Thousand Five Hundred Pesos (Php 931,500.00) <i>Inclusive of applicable charges and taxes</i>
DELIVERY PERIOD	10-12 December 2024
INCLUSIONS	Use of Function Room Meals Accommodation Transportation Other Amenities
DEADLINE OF SUBMISSION OF QUOTATIONS	<u>DECEMBER 6, 2024 : 12:00 NN</u>

The duly accomplished and signed REPLY SLIP, including the required documents as enumerated therein, must be submitted in person or through email not later than DEC. 6, 2024 at 12:00NN to the address and contact numbers indicated below.

Contact Person : Aaron James S. Singua

Office Address : Ground Floor, Insurance Commission Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Numbers : 8523-8461 local 139

Email Address : ajs.singua@insurance.gov.ph


JAYSON P. LOPEZ

Deputy Insurance Commissioner
Financial Examination Group

TERMS OF REFERENCE

Lease of Venue (including food, function room, accommodations, and transportation) for the 2025-2027 Functional Group Planning and Budgeting Activity (FGPBA) of the Financial Examination Group (FEG) of the Insurance Commission.
(P.R. No. 2024-_____)

I. Scope of Work and Job Specifications

The Services provider should be able to provide a conference/function room, accommodations, transportation, other facilities, and amenities with the following specifications:

A. General

1. Inclusive dates: 10-12 December 2024
2. Location: Tagaytay
3. Guaranteed number of participants: 57 pax
4. Price quotation for three (3) days and two (2) nights.
5. Free parking space for participants, and official IC vehicles.
6. Free shuttle service within the vicinity.
7. Accommodation, meals, 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.
8. Price quotations should be denominated in the Philippine Peso and include 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

B. Venue for the Activities

Air-conditioned conference/function room with the following minimum specifications and/or requirements:

1. Use of function room from 10 to 12 December 2024 for three (3) days
2. Classroom-type set-up for 57 participants (with chairs and tables)
3. With audio-visual equipment and at least two (2) microphones
4. Wide screen and LCD projector
5. Whiteboard, markers, and eraser
6. Notepads and pencils for all participants
7. Free-flowing coffee and drinking water
8. Wi-Fi connection

9. There should be available restrooms for males and females located near the function rooms.

C. Meals

The service provider shall provide the following meal requirements for a minimum of 57 participants:

1. Meal Schedule
 - Day 1: Managed Buffet Lunch, Afternoon Snack, and Managed Buffet Dinner
 - Day 2: Managed Buffet Breakfast and morning Snack, Managed Buffet Lunch, and Managed Buffet Dinner
 - Day 3: Managed Buffet Breakfast and Managed Buffet Lunch
2. Inclusive of one (1) round of iced tea/juice/soft drink.
3. Free-flowing coffee and tea, with provision for a water station, throughout the function.
4. There shall be a set-up of a two-way buffet station, if possible.
5. Venue for Meals
 - Breakfast should be served in a restaurant located inside the hotel (accommodations)
 - Lunch and dinner shall be served in the Function Room or in the restaurant located inside the hotel if available
6. The proposed menu shall be submitted, and food tasting shall be conducted upon the request of the Insurance Commission.
7. The menu for the entire function shall be subject to the approval of the Insurance Commission.

D. Accommodations (Room)

The requirement for accommodations shall include the following:

1. Accommodation for three (3) days and two (2) nights.
2. Guaranteed air-conditioned non-smoking rooms for 57 participants.

No. of Employees		Room/s	Type
Office of the Insurance Commissioner	2	2	Single Occupancy
Deputy Insurance Commissioner	1	1	Single Occupancy
Director II	1	1	Single Occupancy
Male	19	7	Twin/Triple Sharing
Female	34	14	Twin/Triple Sharing

3. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and toiletries (tissue, shampoo, conditioner, soap) for each occupant

4. Hot and cold shower water supply
5. Complimentary drinks, coffee, and tea
6. Complimentary fruits for single occupancy type

E. Transportation

Requirement for transportation shall include the following:

1. The transportation vehicle must be able to comfortably seat 57 participants;
2. It must be sanitized before the scheduled pick-up and after the drop-off of IC employees; and
3. It must have a working air-conditioning system, be clean, well sanitized, and without unpleasant odors.
4. The following charges/fees must be included:
 - 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

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **Nine Hundred Thirty-One Thousand Five Hundred Pesos (Php 931,500.00)** inclusive of 12% VAT and all other applicable taxes and charges.

III. Mode of Procurement

The mode shall be the Lease of Real Property/Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

IV. Evaluation and Selection Criteria

Bid proposals shall be subject to the rating factors for the lease of the venue under Appendix C of the RIRR of Republic Act No. 9184.

V. Awarding of Contract

The bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be required to submit and present the following documents:

1. Duly accomplished and signed Reply Slip;
2. Latest Income / Business Tax Return;

3. Business Permit (Mayor's Permit); and
4. PhilGEPS Certificate of Registration.

VI. Payment Scheme

The payment for the service rendered shall be made upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

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 Real Property and Venue for the **Lease of Venue (including food, function room, accommodations, and transportation) for the 2025-2027 Functional Group Planning and Budgeting Activity (FGPBA) of the Financial Examination Group (FEG)**, I/we quote you on the item at prices noted below:

Item No.	Item and Description	Quantity	Unit Cost	Total Cost
	Lease of Venue (including food, function room, accommodations, and transportation) for the IC FEG 2025-2027 FGPBA <u>TECHNICAL SPECIFICATIONS</u> 1. Dates: 10-12 December 2024 2. Location: Tagaytay 3. Min. No. of Participants: 57 pax 4. Function Room Set-up: Classroom type 5. Accommodation: Guaranteed air-conditioned room, accommodation for three (3) days and two (2) nights for fifty-seven (57) participants with (4 single, 10 double, and 11 Triple rooms) Meals: a. Day 1: (Lunch, Snack, Dinner) b. Day 2: (Bfast, Lunch, Dinner, Snacks) c. Day 3: (Bfast, Snack, Lunch) 6. Transportation: Guaranteed air-conditioned vehicle	1 Lot		

	7. Please see the Terms of Reference for specific details.			
TOTAL AMOUNT				Php
<p>Note:</p> <ol style="list-style-type: none"> 1. Total cost should not exceed ABC of Nine Hundred Thirty-One Thousand Five Hundred Pesos (Php 931,500.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges. 				

After having carefully read and accepted your General Conditions, I/we quote you on the item at the prices noted above.

Signature Over Printed Name of Supplier/
Authorized Representative

Position

Telephone No. and Email Address

Date

Omnibus Sworn Statement

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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
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]*s 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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.
- Telephone No/s. : _____
- Fax No/s. : _____
- E-mail Add/s. : _____
- Mobile No/s. : _____

It is understood that notice/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____
Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution],
Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent
evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s
exhibited to me his/her [insert type of government identification card used], with his/her photograph and
signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____
issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

MCLE No. __

Doc. No. ____

Page No. ____

Book No. ____

Series of ____