



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on proposal/quotation for the item listed below subject to the attached Terms of Reference (TOR):

Item and Description	Quantity and Unit	Approved Budget for Contract
Lease of Real Property/Venue (including use of function room, meals, accommodations, and transportation) for the Functional Group Planning and Budgeting Activity (FGPBA) of the Legal Services Group (LSG) for CY 2025-2027 (P.R. No. 2024-11-375A) <i>Refer to the Terms of Reference for detailed specifications</i>	1 Lot	Seven Hundred Forty-Two Thousand and Thirty-three Pesos (PHP742,000.00) <i>Inclusive of 12% VAT and all other applicable taxes and charges.</i>

Please use the attached Reply Slip Form in submitting the price quotation to the IC Office, or through email at the contact information indicated below. The sealed quotation may be submitted personally or through email **not later than 12:00 NN of 16 December 2024** to the Insurance Commission through the contact information provided below:

Contact Person : **Zesyl Avigail P. Francisco**
Ruth D. Paguia
Marlito Glen D. Isip

Telephone Numbers : **8523-8461 loc. 103**

Email Address : **zap.francisco@insurance.gov.ph**
rd.paguia@insurance.gov.ph
mgds.isip@insurance.gov.ph

Place of Submission : **1F Insurance Commission Building**
1071 UN Avenue, Manila

JUAN PAOLO P. ROXAS
Officer-in-Charge
Legal Services Group

TERMS OF REFERENCE

Lease of Real Property/Venue (including use of function room, meals, accommodations, and transportation) for the Functional Group Planning and Budgeting Activity (FGPBA) of the Legal Services Group (LSG) of the Insurance Commission for CY 2025-2027:

I. Scope of Service

The service provider should be able to provide a conference room/function room and other basic facilities, with the following specifications:

a. General Requirements

1. Inclusive dates: 17-19 December 2024;
2. Location: Greater Manila Area;
3. Guaranteed number of participants: 54 pax;
4. Meals, and use of facilities and other amenities: in case of additional participants, the price per head shall be the same or less than that charged for the regular participants; and
5. Rates/Quotations 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 (120) calendar days.

b. Specific Requirements

Use of Function Room and Other Amenities

The service provider shall provide an air-conditioned conference/function room. Below are the minimum requirements:

- Use of air-conditioned conference/function room
- Projector screen, LCD projector, microphone and speaker
- Water Station with Flowing Coffee and Tea Station with Candies/Mints
- Wi-Fi connection

c. Meals

1. Meal Schedule
 - a. Day 1: PM Snack, Dinner
 - b. Day 2: Breakfast, AM Snack, Lunch, PM Snack, Dinner
 - c. Day 3: Breakfast
2. Free water station and coffee, throughout the function.
3. Proposed menus must be attached to the proposal.

Actual menus shall be subject to the approval of the Insurance Commission.

d. Accommodation (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 54 participants with basic hotel room facilities including but not limited to: beddings, television, telephone, closet, safety vaults, refrigerator, 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.
3. Room allocations:
 - a. Two (2) bedrooms for IC Officials with a king-sized bed
 - b. Twenty-six (26) Twin Sharing one bedroom standard

e. Transportation

The requirement for transportation shall include the following:

1. The transportation vehicle must be able to comfortably seat fifty-four (54) 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. Fuel
 - d. 12% VAT and all other applicable taxes and charges

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is **Seven Hundred Forty-Two Thousand and Thirty-three Pesos (PHP742,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

III. Mode of Procurement

The procurement through Lease of Real Property/Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

Service Provider must be registered with the Philippine Electronic Government Procurement System (PHILGEPS).

IV. 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 2024 Mayor's/Business Permit
 - b. Certified true copy of the company's of PhilGEPS Registration
 - c. Certified true copy of the latest Income/Business Tax Return
 - 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 12:00 NN of 16 December 2024.

V. Evaluation and Selection Criteria

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue under Annex H - Appendix B © of the 2016 RIRR of Republic Act No.9184. Ocular inspection shall be conducted by representatives from the Insurance Commission.

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 incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

VI. 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. Mayor's Business Permit
3. Proof of PhilGEPS Registration
4. Latest Income/Business Tax Return

5. Notarized Omnibus Sworn Statement

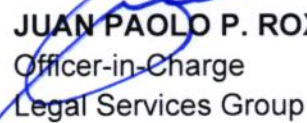
The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

VII. Payment Terms

The payment for the service rendered shall be made within thirty (30) days upon issuance of billing statement by the supplier and corresponding Certificate of Satisfactory Service by IC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages based on the Contract Price

The IC assumes no responsibility to Bidders for any expenses incurred in the preparation of their Quotation/Bid.



JUAN PAOLO P. ROXAS
Officer-in-Charge
Legal Services Group

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 of Reference (TOR) for the Lease of Venue (including food, function room, accommodations, and transportation) for the **Functional Group Planning and Budgeting Activity (FGPBA) of the Legal Services Group for CY 2025-2027**, I/We quote you on the item at prices noted below:

DESCRIPTION	QTY	U/M	Unit Price	Total Price
Lease of Real Property/Venue (including use of function room, meals, accommodations, and transportation) for the Functional Group Planning and Budgeting Activity (FGPBA) of the Legal Services Group for CY 2025-2027 <i>Refer to the Terms of Reference for detailed specifications</i>	1	lot		
TOTAL BID PRICE, Pesos :				
Plus 12% RVAT :				
TOTAL BID PRICE PHP :				

Total Amount in Words : _____ (Php _____)

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:

- Proof of PhilGEPS Registration
- Business Permit (Mayor's 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]

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]