



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



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Program Facilitator for the 2024 Insurance Commission's (IC) Year-End Assessment Program
REFERENCE NO. /PR NO.	PR No. 2024-12-396A
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Nine Hundred Ninety-Five Thousand Pesos (Php 995,000.00) inclusive of applicable charges and taxes
DELIVERY PERIOD / LOCATION	December 12 – IC Main Office December 13 – Marble Hall, Ayuntamiento, Bureau of Treasury, Intramuros, Manila
DEADLINE OF SUBMISSION OF QUOTATION/S	10 December 2024 / 12:00NN

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person not later than 12:00 NN, 10 December 2024** to the Administrative Division – Procurement Management Section through the following:

Contact persons: Ms. Jenina Roussel A. Vergara, IC Administrative Officer II
ira.vergara@insurance.gov.ph
Mr. John-Phillip C. Cuenta, IC Administrative Officer I
jpc.cuenta@insurance.gov.ph

Office Address: Second Floor, IC Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (02) 8523-8461 local 120


MARK FRANKLIN M. SANCHEZ
IC Supervising Administrative Officer
Officer-in-Charge, Administrative Division

Manila, 09 December 2024

TERMS OF REFERENCE

Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program (P.R. No. 2024-12-396A)

I. SCOPE

1. The prospective supplier shall bid for the **Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program**.

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Nine Hundred Ninety-Five Thousand Pesos (Php 995,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.
2. The quoted prices 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 submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
5. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. **A Certified True Copy of the suppliers/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person not later**

than 12:00 NN, 10 December 2024 to the Administrative Division – Procurement Management Section through the following:

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4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and are required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
 - c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
 - e. Latest Income/Business Tax Return (ITR).
5. **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.**
6. As part of the Post Qualification, the End-User may conduct an initial meeting to discuss each prospective bidder's proposal. The end user may disqualify any bidder that cannot provide any requirement set in this TOR.

IV. ITEM SPECIFICATIONS

The Supplier shall provide the **Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program.**

The following are the inclusions of the service:

Quantity	Unit of Measure	Item and Description
1	Lot	<p><u>Photo and Videography Services</u> <u>Date: 12 December 2024</u> <u>Estimated Time: 9:00AM – 3:00 PM. Event will start at 9:00 AM (time to be confirmed)</u></p> <p><u>Team / Crew</u> The team/crew shall consist of at least: a. One (1) Photographer b. One (1) Photobooth Photographer c. One (1) Assistant</p> <p><u>Output – Photographer</u> Copies of the following in Flash Drive/s: a. Copy of high-resolution edited photos (200 pcs) b. Copy of raw photos</p> <p><u>Photobooth Package</u> a. Rental service good for five (5) hours b. Unlimited quality 4R prints in magnetic sheets c. Customized printout design/layout d. Personalized background/ tarpaulin e. Free use of various props (wigs, hats, shades, etc.) f. Free delivery and set-up g. Available copy of photobooth pictures h. Copy of raw photos i. Copies of the following in Flash Drive/s</p>
		<p><u>Photo and Videography Services</u> <u>Date: 13 December 2024</u> <u>Estimated Time: 2:00PM – 9:00PM. Event will start at 4:00PM (time to be confirmed)</u></p> <p><u>Team / Crew</u> The team/crew shall consist of at least: a. One (1) Photographer b. Two (2) Videographers (1 roving, 1 static) c. One (1) Editor for Same-Day Edit Video d. Two (2) Photomen with One (1) Assistant</p>

Output – Photo and Video

Copies of the following in Flash Drive/s or one (1) External Hard Drive:

- b. Copy of Same-Day Edit Video – Whole Event/Program
- c. Copy of edited Full Length Event Coverage Video
- d. Copy of raw/unedited full HD videos
- e. Copy of high-resolution edited photos (200 pcs)
- f. Copy of raw photos

Same-day edit video (coverage of whole event) to be presented before the end of the program (Short summary of events).

Photomen Package Inclusions:

- a. Two (2) Professional Photographers with One (1) Assistant
- b. Continuous Shots and Printing
- c. High Quality 4R (4in x 6in) Size Photo Prints
- d. Prints on magnetic sheets
- e. Customized printout design/layout
- f. Automated Photoman System
- g. Event Photos are also downloadable, a link to the full resolution photos will be provided

Equipment

Use of DSLR cameras (inclusive of lenses and flash) for photos and videos, tripod, glider, zoom microphones, distribution amplifiers, audio and video cables and connectors, and other professional equipment for high-resolution photo and video coverage including live-feed to be projected in LED Wall on the stage and other necessary equipment.

Others

The Supplier shall cover the activity from arrival of guests, registration and the whole program.

Detailed program shall be provided once both parties agreed with the terms and conditions of the service.

A coordination meeting among the IC Logistics Committee and Supplier shall be conducted to discuss the event coverage.

		<u>Program Facilitator/s</u> <u>13 December 2024</u> <ul style="list-style-type: none"> • <u>Develop and refine the program's overall design, including its goals, objectives, and key activities;</u> • <u>Oversee the on-site execution of the program, ensuring smooth program flow;</u> • <u>Lead and facilitate sessions, ensuring effective communication and participation.</u> • <u>At least two (2) facilitator that shall serve as master of ceremonies/host of the program.</u>
		<u>Recreational Facilitator/s</u> <u>13 December 2024</u> <ul style="list-style-type: none"> • Provide recreational services such as but not limited to dancing and musical expertise to provide wellness for the participants during the Year-End Assessment Program

II. SPECIAL CONDITIONS

Qualification of Supplier

1. The supplier/bidder must be a holder of a valid business license/s issued by relevant government agencies and must be duly registered with the PhilGEPS.

Delivery of Services

2. The schedule of delivery and installation/set-up for the **Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program** shall be on **12 December 2024** at the **IC Manila Office** and on **13 December 2024** at the **Marble Hall, Ayuntamiento, Bureau of Treasury, Intramuros, Manila.**

Limitation of Liability

3. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with, this TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

Termination

4. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
5. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.

6. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

7. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
8. If any part, term, or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
9. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
10. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.



MARK FRANKLIN M. SANCHEZ
IC Supervising Administrative Officer
Officer-in-Charge, Administrative Division

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 Small Value Procurement (SVP) for the **Program Facilitator for the 2024 Insurance Commission's Year-End Assessment Program**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Unit Cost</i>	<i>Total Cost</i>
<u>Schedule of delivery of services:</u> 1. Date: 12 December 2024 Estimated Time: 08:00 AM–5:00 PM Start of event: 08:00 AM 2. Date: 13 December 2024 Estimated Time: 02:00PM–09:00 PM Start of event: 04:00 PM <u>Others</u> The Supplier shall cover the activity stated in the TOR. Detailed program shall be provided once both parties agreed with the terms and conditions of the service. A coordination meeting among the IC Steering Committee and Supplier shall be conducted to discuss on the event coverage.	1 lot		
Note: Total cost should not exceed Approved Budget of the Contract (ABC) of Nine Hundred Ninety-Five Thousand Pesos (Php 995,000.00), inclusive of all applicable taxes, fees, and other charges.			

In compliance with the TOR, the original copy of the Notarized Omnibus Sworn Statement (using prescribed template/format) is enclosed together with the Reply Slip.

Certified true copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Number/Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR); and
5. 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:
- 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 Notarial Practice]