



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 DAVAO DISTRICT OFFICE
 Door 2 & 3, 3rd Floor, Yap Building,
 Quimpo Boulevard, Ecoland,
 Davao City
 (082) 327-3651



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **08 January 2025, 12:00 Noon**:

NAME OF PROJECT	One (1) Year Lease of Office space for Insurance Commission Davao District Office.
PURCHASE REQUEST/REF. NO.	2024-08-222A
LOCATION	Davao City
APPROVED BUDGET	One Million Four Hundred Thirty Thousand Pesos (Php1,430,000.00)

TERMS OF REFERENCE

Lease of Office Space - Davao District Office

I. Overview

The Insurance Commission is providing this Technical Specification/Terms of reference explicitly stipulating the space and technical requirements relative to the lease of an office space for its Davao District Office, in compliance with the 2016 revised IRR of R.A. 9184 otherwise known as the Government Procurement Reform Act.

II. Objective

To lease an office space that meets the space requirement and conditions of the Insurance Commission for its Davao District Office, specifically intended to serve the populace of Davao and nearby provinces. The said Office should be accessible to the public and stakeholders who are residing or situated in the said area.

III. Location

The location of the office space to be leased must be strategically located within the Davao City proper. The District Office should be accessible and visible to the commuting public.

IV. Space Requirement

The total office space requirement (useable) should be at least **ONE HUNDRED EIGHTY Square Meters (180 sq. m.)**. Proposed space with larger area shall be accepted provided that the excess shall be given free of charge.

V. Parking Requirement

The office building must have at least a common parking space/area and one (1) reserved parking space for the exclusive use of the IC Vehicles, employees, clients and visitors of IC.

VI. Term of Lease

The term of the lease contract shall be for a period of One (1) Year which will commence on **01 February 2025**.

VII. Technical Specification

The building must have the following facilities:

1. Sufficient electrical fixtures, lighting fixtures and convenience outlets;
2. The building must have sufficient provision for the electrical system and installation of for air-conditioning units.
3. Fire/emergency exits
4. Provision for personnel comfort room (CR) with lavatory
5. The Lessor shall provide for free and adequate space for the installation of signage

VIII. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration Number
3. Income/Business Tax Return

IX. Other Provisions that shall be included in the Contract

1. Leasehold improvements shall be allowed prior to written approval of the Lessor;
2. Any movable structures installed by the IC may be removed if the office space is vacated;
3. The Lessor shall provide at least one (1) rest room for the exclusive use of IC personnel, clients and visitors;
4. Advance Payment and Security Deposit for the proposed lease of the premises shall not exceed one (1) month advance rent and three (3) months security deposit;
5. Incremental increase on the rental fees shall not exceed 5% increase on the basic monthly rental fee, per fiscal year.

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.

For further inquiries, please coordinate with **Mr. JAY T. SATOQUIA** at telephone number (082) 327-3651. The **QUOTATION** may be submitted through e-mail at jt.satoquia@insurance.gov.ph and bacsec@insurance.gov.ph or delivered to the following address:

IC DAVAO DISTRICT OFFICE
Door 2 & 3, YAP Building, Quimpo Boulevard,
Ecoland, Davao City

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

ATTY. ERNESTO R. GAVAS JR.
Division Manager
IC Davao District Office

03 January 2025

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