



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their lowest price quotation on the project listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Venue for the 76th Insurance Commission's Anniversary and Stakeholder's Recognition
REFERENCE NO. /PR NO.	PR No. 2025-02-089
MODE OF PROCUREMENT	Negotiated Procurement – Lease of Real Property and Venue (Sec. 35.9, Implementing Rules, and Regulations of R. A. No. 12009)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Eight Hundred Thousand Pesos (Php800,000.00) inclusive of applicable charges and taxes
DATE OF IC ANNIVERSARY	March 20, 2025 (To be confirmed)
INCLUSIONS	Use of Function Room/s, Parking, Kitchen, and Other Amenities
LOCATION	Within Metro Manila (To be confirmed)
DEADLINE OF SUBMISSION OF QUOTATION/S	10 March 2025 / 12:00NN


The sealed quotation may be submitted personally not later than **10 March 2025, 12:00NN** to the Insurance Commission or through the contact information provided below:

Contact persons: Mr. Juan Carlo R. Florencio, IC Information Technology Officer I
Mr. Rodel S. Nuñez, IC Administrative Officer III

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

Telephone Nos.: (+632) 8-523-8461, local 107 / 120

E-mail: jcr.florencio@insurance.gov.ph
rs.nunez@insurance.gov.ph


MARK FRANKLIN M. SANCHEZ
IC Supervising Administrative Officer
IC Steering Committee – Anniversary

Manila, 06 March 2025



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



TERMS OF REFERENCE

Lease of Venue for the 76th Insurance Commission's Anniversary and Stakeholder's Recognition (PR No. 2025-02-089)

I. Scope of Service

The service provider should be able to provide the function room, accommodations, meals and other amenities, with the following specifications:

General Requirements

1. Event Name: 76th Insurance Commission's Anniversary and Stakeholder's Recognition
2. Event Date: 20 March 2025 (To be confirmed)
3. Event Time:
 - o Ingress: 3:00 AM or earlier (Start of event setup and preparation)
 - o Egress: 12:00 MN (End of the event and closure of venue)
4. Expected Number of Attendees: Approximately 650 participants (pax)
5. Location: The preferred venue is within Metro Manila, approximately one (1) hour from the IC Manila Head Office at 1071 United Nations Avenue, Ermita, Manila. This ensures convenient access for attendees.
6. Parking Requirements: The venue must provide free parking space for participants, guests, and official IC vehicles.
7. Price Quotation: The price for the service must be quoted in Philippine Peso (PHP) and inclusive of 12% VAT and all other applicable taxes or charges. The quotation's price validity should be for 120 calendar days from the date of submission.

Specific Requirements

A. Function Hall

The service provider must ensure that the venue meets all of the following minimum requirements to accommodate the event:

1. **Guaranteed Air-Conditioned Function Hall:** The venue should offer one (1) guaranteed air-conditioned function room to maintain a comfortable environment for all attendees.
2. **Seating Capacity:** The function room must be capable of accommodating at least **650 pax in Banquet Setup**. Sufficient space to ensure attendee comfort and safety.

3. **Technical Area:** Must be able to accommodate and provide space for the following technical requirements:
 - Professional Lights and Sounds, Stage, with Band Setup
 - LED Screens (Main, Left & Right Stage), Trussing & Light Towers
 - Wood Panels with Tarpaulin
4. **Registration and Secretariat Area:** There should be designated areas or tables for:
 - **Five (5) Registration Desks**
 - **One (1) Secretariat** that may either be inside or adjacent to the function hall.
5. **Restroom Accessibility:** The venue must have restrooms for **male and female** attendees, ideally located **inside or near** the function room.
6. **Wi-Fi Access:** **Free Wi-Fi** access or connection should be available for the event duration to ensure smooth operations and communication.

B. Additional Requirements

To ensure the smooth execution and safety of the event, the following additional provisions are required:

1. **Security Assistance:** The service provider should provide **security personnel** for crowd control and to ensure the safety of all attendees.
2. **Entrance and Exit Management:** Proper management of **entrances and exits** for attendees, ensuring an organized flow of people in and out of the venue.
3. **Designated Entry Points:** There must be **clear, designated entry points** for attendees and suppliers to access the venue with ease and order.
4. **CCTV Cameras:** The venue should have available **CCTV cameras** installed in key areas for security and monitoring.
5. **Emergency Exits and Evacuation Plans:** There should be clear and accessible **emergency exits** along with a **detailed evacuation plan** in case of an emergency.
6. **No Additional Charges for Power:** The service provider must not impose any **additional charges for electrical supply** to support **sound systems, lighting, catering equipment**, or any other electronic devices used during the event.
7. **No Additional Charges for Water:** There should be no **extra charges** for water supply to support **catering services**.
8. **Cleaning and Maintenance Fees:** The service provider must include **cleaning or maintenance fees** in the overall cost of the event, with no additional charges imposed for these services.
9. **Back-Up Generator:** The venue should have a **back-up generator** to ensure uninterrupted service in case of power outages.
10. **Kitchen or Preparation Room for Catering Services:** **Free use of a kitchen or preparation room** should be made available for the catering services to ensure smooth food preparation and serving.
11. **VIP Room:** A **designated VIP room** should be available for high-profile guests, offering privacy and comfort throughout the event.

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
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 sealed quotation may be submitted personally or through e-mail not later than **10 March 2025, 12:00 NN** to the Insurance Commission or through the contact information provided below:
 - Mr. Juan Carlo R. Florencio, IC Information Technology Officer I
jcr.florencio@insurance.gov.ph
 - Mr. Rodel S. Nuñez, IC Administrative Officer III
rs.nunez@insurance.gov.ph
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. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
 - c. Latest Income/Business Tax Return (ITR).

IV. EVALUATION AND SELECTION CRITERIA

Bid proposals shall be evaluated in accordance with the **Table of Rating Factors** for Lease of Venue provided under Annex H - Appendix B of the 2016 RIRR of RA No. 9184.

Rating Factors for Lease of Real Property and Venue

Rating Factor	Weight (%)
I. Location and Site Condition	100
1. Accessibility	25
2. Topography and Drainage	20
3. Sidewalk and Waiting Shed	15
4. Parking Space	15
5. Economic Potential	10
6. Land Classification, Utilization, and Assessment	10
7. Other Added Amenities	5
II. Neighborhood Data	100
1. Prevailing Rental Rate	20
2. Sanitation and Health Condition	20
3. Adverse Influence	15
4. Property Utilization	15
5. Police and Fire Station	15
6. Cafeterias	10
7. Banking/Postal/Telecom	5
III. Real Property	100
1. Structural Condition	30
2. Functionality	30
a. Module	6
b. Room Arrangement	6
c. Circulation	6
d. Light and Ventilation	6
e. Space Requirements	6
3. Facilities	30
a. Water Supply and Toilet	6
b. Lighting System	6
c. Elevators	6
d. Fire Escapes	6
e. Firefighting Equipment	6
4. Other Requirements	10
a. Maintenance	5
b. Attractiveness	5
IV. Free Services and Facilities	100
1. Janitorial and Security	20
2. Air Conditioning	20
3. Repair and Maintenance	20
4. Water and Light Consumption	20
5. Secured Parking Space	20
Total Rating	100

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.

V. 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.

Limitation of Liability

2. 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

3. 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.
4. 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.
5. 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

6. 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.
7. 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.
8. 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.

9. 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
IC Steering Committee – Anniversary




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



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 Venue for the 76th Insurance Commission's Anniversary and Stakeholder's Recognition**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity Measure</i>	<i>Total Cost</i>
Lease of Venue for the 76th Insurance Commission's Anniversary and Stakeholder's Recognition	1 lot	

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. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
3. 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]