



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 lowest price quotation for the 2025 Team Building Activity, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	2025 Team Building Facilitator
REFERENCE NO. /PR NO.	PR No. 2025-06-290
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Fifty Thousand Pesos (Php 250,000.00) inclusive of VAT and all other applicable taxes and charges
DEADLINE OF SUBMISSION OF QUOTATION	June <u>27</u> , 2025, 12:00 NN

The sealed quotation may be submitted personally or through e-mail not later than, 12:00 NN, June 27, 2025 to the Insurance Commission through the following:

Contact Person : **Ms. Cez Martina B. Florencio**  
IC Supervising Administrative Officer

**Mr. Michael Joshua L. Evangelista**  
IC Administrative Officer I

Office Address : Human Resource Division  
1<sup>st</sup> Floor, Main Office,  
1071 United Nations Avenue, Ermita, Manila

Telephone No. : (02) 8523-8461 local 106

E-mail : hr@insurance.gov.ph

  
**REVELYN R. MOJICA**  
IC Division Manager  
Human Resource Division

## TERMS OF REFERENCE

### 2025 IC Team Building Facilitator (P.R. No. 2025-06- 290)

#### I. SCOPE

The prospective service provider shall submit a quotation inclusive of all requirements, equipment and materials with the following specifications:

<i>Description/Specifications</i>	<i>Quantity and Unit</i>
<p>The <b>2025 IC Team Building Activity (TBA)</b> aims to enhance teamwork and collaboration by encouraging appreciation of individual strengths and their contribution to the achievement of shared goals. Specifically, the TBA aims to enhance communication, foster collaboration, build trust, increase motivation, clarify roles and responsibilities and foster creativity and innovation among IC personnel.</p> <p>The service provider shall perform the following:</p> <ol style="list-style-type: none"><li>1. Facilitate, moderate, and manage the 2025 IC Team Building Activity on July 03, 2025, for 250 participants, initially grouped into four (4) teams, with flexibility for subgrouping into eight (8) smaller teams as required by specific activities;</li><li>2. Conduct an ocular inspection of the venue and facilities prior to the activity to assess the space and strategize how activities will be executed effectively and safely;</li><li>3. Deploy a minimum of twelve (12) facilitators, including one (1) designated resource person who shall deliver a structured briefing on team effectiveness, communication, and camaraderie;</li><li>4. Design the overall program and activities, including the provision of all necessary supplies, props, and materials required for the conduct of the TBA;</li><li>5. Conduct the TBA program, which must include:<ul style="list-style-type: none"><li>- An opening briefing and warm-up activity;</li><li>- A minimum of eight (8) structured team-building games conducted in the morning and afternoon;</li><li>- One (1) culminating team activity;</li><li>- Activities suitable for both indoor and outdoor settings, with the capacity for simultaneous execution; and,</li><li>- Games and activities that clearly reflect the TBA's stated objectives and promote active team collaboration.</li></ul></li><li>6. Implement a point system and tabulation of scores for each activity, including flag-making and group chant competitions,</li></ol>	1 lot



Description/Specifications	Quantity and Unit
<p>with proper score sheets and documentation for awarding purposes;</p> <ol style="list-style-type: none"> <li>7. Manage all logistical and administrative arrangements, including expenses for manpower, materials, equipment, transport, and other operational requirements necessary for the provider's team;</li> <li>8. Submit a detailed work plan and program of activities within three (3) calendar days from receipt of the Notice of Award, subject to review and approval by the IC;</li> <li>9. Provide a Game Guide, to be disseminated to IC participants prior to the conduct of the TBA, outlining the activity mechanics and allowing time for strategy planning and player assignments, within three (3) calendar days from receipt of the Notice of Award;</li> <li>10. Ensure safety and security protocols are integrated into the conduct of each activity, including risk assessment where applicable;</li> <li>11. Submit a Post-Activity Report and documentation, including photos and summary evaluations, within seven (7) calendar days after the conclusion of the event;</li> <li>12. Maintain confidentiality of all information gathered or recorded throughout the preparation and implementation of the TBA; and</li> <li>13. Coordinate closely with designated IC focal persons to ensure smooth preparation and execution of all activities.</li> </ol>	

## II. GENERAL CONDITIONS

1. All entries in the quotation must be encoded on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative (**Annex B: Reply Slip**).
2. The service provider must provide a detailed program/activities that are customized to the needs and TBA objectives of the IC. A comprehensive project proposal with detailed activities, timeline, objectives and mechanics must be submitted together with the other documentary requirements.
3. The sealed quotation shall be submitted to IC, together with the following documentary requirements:
  - a. Certified true copy of the company's PhilGEPS Registration
  - b. Certified true copy of the 2025 Mayor's/Business Permit
  - c. Certified true copy of the Latest Income/Business Tax Return
  - d. Notarized Omnibus Sworn Statement (**Annex C- Omnibus Sworn Statement**)

- e. Comprehensive project proposal that is customized to the needs and TBA objectives of the IC with detailed program and activities, timeline, objectives, mechanics, and scoring system.
- 4. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations over the Approved Budget for the Contract shall likewise be disqualified.
- 5. The sealed quotation may be submitted personally or through e-mail not later than **June 27, 2025, 12:00 NN** to the IC through the contact information provided below:

Contact Person : **Ms. Cez Martina B. Florencio**  
IC Supervising Administrative Officer

**Mr. Michael Joshua L. Evangelista**  
IC Administrative Officer I

Office Address : Human Resource Division  
1<sup>st</sup> Floor, Main Office,  
1071 United Nations Avenue, Ermita, Manila

Telephone No. : (02) 8523-8461 local 106

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### **III. EVALUATION AND SELECTION CRITERIA**

Proposals shall be evaluated in accordance with Annex A: Table of Rating Factors. 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.

### **IV. AWARDING OF CONTRACT**

For verification and validation purposes, the bidder with the Lowest Calculated Bid (LCB) shall be required to present the original copies of the following documents, prior to the awarding of the contract:

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

## **V. PAYMENT TERMS**

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

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

The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.



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**2025 IC Team Building Facilitator  
(P.R. No. 2025-06- 290)**

<b>Name of Service Provider:</b>			
	<b>Rating Factors</b>	<b>Weight</b>	<b>Rating</b>
<b>I</b>	Understanding of program objectives	30%	
<b>II</b>	Appropriateness of activities based on IC's requirements	20%	
<b>III</b>	Qualification of facilitators	20%	
<b>IV</b>	Vendor impression	20%	
<b>V</b>	Price offer	10%	
Overall Rating		100%	

**Rated by:**

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Printed Name and Signature  
Position Title  
Division



## ANNEX B: REPLY SLIP

**Name of Service Provider** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Information** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their price quotation for the **2025 IC Team Building Facilitator**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
<b>Conduct and Facilitation of the 2025 IC Team Building Activity</b>  The service provider shall perform the following: <ol style="list-style-type: none"> <li>1. Facilitate, moderate, and manage the 2025 IC Team Building Activity on July 03, 2025, for 250 participants, initially grouped into four (4) teams, with flexibility for subgrouping into eight (8) smaller teams as required by specific activities;</li> <li>2. Conduct an ocular inspection of the venue and facilities prior to the activity to assess the space and strategize how activities will be executed effectively and safely;</li> <li>3. Deploy a minimum of twelve (12) facilitators, including one (1) designated resource person who shall deliver a structured briefing on team effectiveness, communication, and camaraderie;</li> <li>4. Design the overall program and activities, including the provision of all necessary supplies, props, and materials required for the conduct of the TBA;</li> <li>5. Conduct the TBA program, which must include:               <ul style="list-style-type: none"> <li>- An opening briefing and warm-up activity;</li> </ul> </li> </ol>	1 Lot	

Item and Description	Quantity and Unit	Total Cost
<ul style="list-style-type: none"> <li>- A minimum of eight (8) structured team-building games conducted in the morning and afternoon;</li> <li>- One (1) culminating team activity;</li> <li>- Activities suitable for both indoor and outdoor settings, with the capacity for simultaneous execution; and,</li> <li>- Games and activities that clearly reflect the TBA's stated objectives and promote active team collaboration.</li> </ul> <ol style="list-style-type: none"> <li>6. Implement a point system and tabulation of scores for each activity, including flag-making and group chant competitions, with proper score sheets and documentation for awarding purposes;</li> <li>7. Manage all logistical and administrative arrangements, including expenses for manpower, materials, equipment, transport, and other operational requirements necessary for the provider's team;</li> <li>8. Submit a detailed work plan and program of activities within three (3) calendar days from receipt of the Notice of Award, subject to review and approval by the IC;</li> <li>9. Provide a Game Guide, to be disseminated to IC participants prior to the conduct of the TBA, outlining the activity mechanics and allowing time for strategy planning and player assignments, within three (3) calendar days from receipt of the Notice of Award;</li> <li>10. Ensure safety and security protocols are integrated into the conduct of each activity, including risk assessment where applicable;</li> <li>11. Submit a Post-Activity Report and documentation, including photos and summary evaluations, within seven (7) calendar days after the conclusion of the event;</li> </ol>		



Item and Description	Quantity and Unit	Total Cost
12. Maintain confidentiality of all information gathered or recorded throughout the preparation and implementation of the TBA; and 13. Coordinate closely with designated IC focal persons to ensure smooth preparation and execution of all activities.  <b>Total Cost is inclusive of VAT and all other applicable taxes and charges.</b>		

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

\_\_\_\_\_  
Signature Over Printed Name of Supplier/  
Authorized Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date