



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity
PURCHASE REQUEST/REF. NO.	2025-06-290B
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Small Value Procurement (Sec. 34., The Implementing Rules and Regulations of RA 12009)
APPROVED BUDGET FOR THE CONTRACT	Six Hundred Sixty Thousand Pesos (Php660,000.00) <i>inclusive of all applicable charges and taxes</i>
DELIVERY PERIOD	30 June 2025, 02 & 04 July 2025 (to be confirmed)
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>24</u> June 2025 / 10:00AM

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person or through email not later than 10:00 AM, 24 June 2025** to the **Administrative Division – Property and Supply Section** through the following:

Contact person: Ms. Jenina Roussel A. Vergara, Administrative Officer III
Mr. John-Phillip C. Cuenta, Administrative Officer I
Mr. Gayle Martin P. Santos, Procurement Management Staff
Mr. Jameson M. Haldos, Procurement Management Staff

Office Address: 2F IC Main Office Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (02) 8523-8461 local 167

E-mail: ira.vergara@insurance.gov.ph
jpc.cuenta@insurance.gov.ph
supply@insurance.gov.ph


MARK FRANKLIN M. SANCHEZ
OIC, Supervising Administrative Officer
Administrative Division

___ June 2025

TERMS OF REFERENCE

Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity

I. SCOPE

1. The prospective supplier shall bid for the **Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity**.

II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine Peso, shall include the following:
 - a. **Insurance**
 - b. **Driver's fee**
 - c. **Driver's meals**
 - d. **Fuel**
 - e. **Toll fee**
 - f. **Parking fee**
 - g. **12% VAT and all other applicable taxes and charges**
3. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from submission of quotation.
5. The payment for the services rendered shall be made upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service by the end-user. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
6. Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

III. SCOPE OF WORK

The transportation services provider should be able to provide transportation service with the following specifications:

- a. Must be at least 2020 model and up.
- b. Must be sanitized before the scheduled pick up and after the drop-off of IC employees.
- c. Must have a working air-conditioning system, are clean, well sanitized, and without unpleasant odors.
- d. Must be equipped with a functional audio and video system.

7. General Requirements:

Minimum number of passengers per bus: 50 pax

Travel dates: 30 June, 02 & 04 July 2025 (to be confirmed)

Detailed requirements:

Batch 1

- Date: 30 June 2025 (to be confirmed)
- Time: 05:30AM (to be confirmed)
- Pick up Point: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila
- Drop off: San Juan, La Union
- With two (2) stop overs:
 - Lakeshore, Pampanga
 - KM 153 Tarlac
- Number of Pax: Maximum of 80
- Number of buses: 2

Batch 2

- Date: 02 July 2025 (to be confirmed)
- Time: 05:30AM (to be confirmed)
- Pick up point: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila
- Drop off: San Juan, La Union
- With two (2) stop overs:
 - Lakeshore, Pampanga
 - KM 153 Tarlac
- Number of Pax: Maximum of 220
- Number of buses: 4

Return Batch

- Date: 04 July 2025 (to be confirmed)
- Time: 12:00NN (to be confirmed)
- Pick up point: San Juan, La Union
- Drop off: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila
- With two (2) stop overs:
 - Lakeshore, Pampanga
 - KM 153 Tarlac
- Number of Pax: maximum of 300
- Number of buses: 6

Limitation of Liability

8. Subject to the IC'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 Term of Reference (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

9. The agreement between the IC 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.
10. 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 thirty (30) days of written notice from the other Party to do so.
11. Any termination of the agreement (in whatever way 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

12. The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
13. 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.
14. 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 seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
15. It is understood that all the relevant provisions of the Republic Act No. 12009 (The New Government Procurement Act) and its Implementing Rules and Regulations (IRR) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. 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 or through email not later than 10:00 AM, 24 June 2025** to the Administrative Division – Property and Supply Section through the following:


Ms. Jenina Roussel A. Vergara, Administrative Officer III
jra.vergara@insurance.gov.ph

Mr. John-Phillip C. Cuenta, Administrative Officer I
jpc.cuenta@insurance.gov.ph

Mr. Gayle Martin P. Santos, Procurement Management Staff
gmp.santos@insurance.gov.ph

Mr. Jameson M. Haldos, Procurement Management Staff
jm.haldos@insurance.gov.ph

4. For verification/validation purposes, the original eligibility requirements of the company with the lowest calculated quotation are required to be presented, as necessary:
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and 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.


MARK FRANKLIN M. SANCHEZ
OIC, Supervising Administrative Officer
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 the **Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost
Procurement of Transportation Services for the Mid Year Performance Review for FY 2025 and Team Building Activity Batch 1 <ul style="list-style-type: none">• Date: 30 June 2025 (to be confirmed)• Time: 05:30AM (to be confirmed)• Pick up Point: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila• Drop off: San Juan, La Union• With two (2) stop overs:<ul style="list-style-type: none">○ Lakeshore, Pampanga○ KM 153 Tarlac• Number of Pax: Maximum of 80• Number of buses: 2 Batch 2 <ul style="list-style-type: none">• Date: 02 July 2025 (to be confirmed)• Time: 05:30AM (to be confirmed)• Pick up point: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila• Drop off: San Juan, La Union• With two (2) stop overs:<ul style="list-style-type: none">○ Lakeshore, Pampanga○ KM 153 Tarlac• Number of Pax: Maximum of 220• Number of buses: 4	1 lot	

<p>Return Batch</p> <ul style="list-style-type: none"> • Date: 04 July 2025 (to be confirmed) • Time: 12:00NN (to be confirmed) • Pick up point: San Juan, La Union • Drop off: Insurance Commission, 1071 United Nations Avenue, Ermita, Manila • With two (2) stop overs: <ul style="list-style-type: none"> ○ Lakeshore, Pampanga ○ KM 153 Tarlac • Number of Pax: maximum of 300 • Number of buses: 6 		
<p>Note:</p> <ol style="list-style-type: none"> 1. Total Cost should not exceed the Approved Budget of the Contract (ABC). 2. Price quotation is inclusive of 12% VAT and other applicable taxes and 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:
 - 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]