



### REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their lowest price quotation for the **Lease of Venue (including use of function room, meals, accommodations and amenities) for the Mid-Year Performance Review for Fiscal Year 2025 and Team Building Activity** subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	<b>Lease of Venue (including use of function room, meals, accommodations and amenities) for the Mid-Year Performance Review (MYPR) for Fiscal Year (FY) 2025 and Team Building Activity (TBA)</b>
REFERENCE. NO. /PR. NO.	P.R. No. 2025-06-292
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	<b>Five Million Two Hundred Twelve Thousand Five Hundred Pesos (Php5,212,500.00)</b> <i>inclusive of VAT and all other applicable charges and taxes</i>
DEADLINE OF SUBMISSION OF QUOTATION/S	24 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  
Ms. Kim Alexis E. Figueroa, Administrative Officer III

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

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

**E-mail:** [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)  
[kae.figueroa@insurance.gov.ph](mailto:kae.figueroa@insurance.gov.ph)  
[supply@insurance.gov.ph](mailto:supply@insurance.gov.ph)

  
**ATTY. CHERRIE B. BELMONTE-LIM**  
Director II/Officer-in-Charge  
Planning and Management Division

## TERMS OF REFERENCE

### **Lease of Venue (including use of function room, meals, accommodations, and amenities) for the MYPR for FY2025 and TBA**

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#### **I. SCOPE**

1. The prospective service provider should be able to provide a quotation with needed goods and services relative to the **Lease of Venue (including use of function room, meals, accommodations, and amenities) for the MYPR for FY2025 and TBA** of the Insurance Commission on **30 June to 04 July 2025**.

#### **II. GENERAL REQUIREMENTS**

1. The preferred location is within Northwest of Manila, Region I – Ilocos Region (San Juan, La Union). Approximately 5 hours and 30 minutes to 6 hours travel time by land (exclusive of traffic, tolls, or restroom breaks) from the IC Manila Head Office, 1071 United Nations Avenue, Ermita, Manila.
2. The service provider shall provide the function room, meals, accommodations and amenities for five (5) days and four (4) nights for 83 pax and 3 days and two nights for an additional 215 pax.
3. The guaranteed number of persons is **Two Hundred Ninety-Eight (298)**, including the third-party facilitators and marshals.
4. Free parking slots shall be made available for IC official vehicles and vehicles of other IC participants.
5. For additional participants, the prices for meals, use of the function room, transportation services, and other facilities/amenities shall be the same or less than those of the regular participants.
6. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

#### **III. SPECIFIC REQUIREMENTS**

##### **A. Use of Function Room and Other Amenities**

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

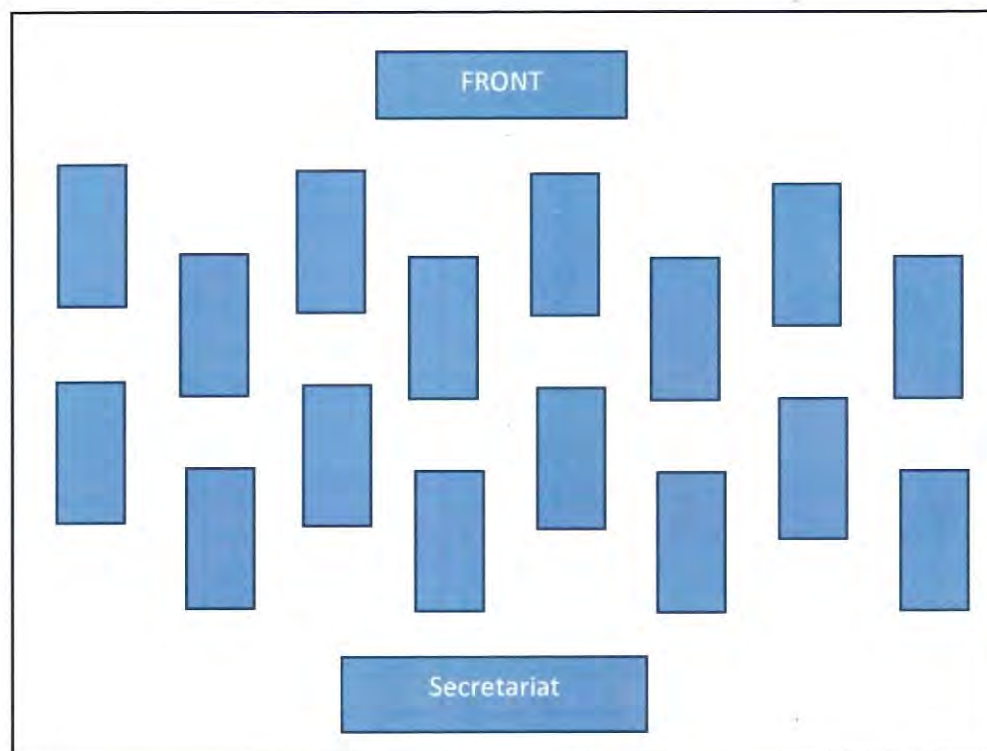


## 1. Registration

- a. Two (2) table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and luggage drop-off should be in the same floor where the function room is located.
- b. Service provider shall provide at least 350 pcs luggage tags.
- c. Storage room for luggage should be on the same floor as the function room is located.
- d. The service provider shall be responsible for transferring the luggage of employees to their assigned rooms once available.
- e. Room keys shall be distributed at 3:00 PM. Should there be any changes in the schedule for Key Distribution, the Secretariat shall inform the service provider of such changes immediately.
- f. A welcome banner shall be displayed outside the Hotel/Activity Area/ Function Room.

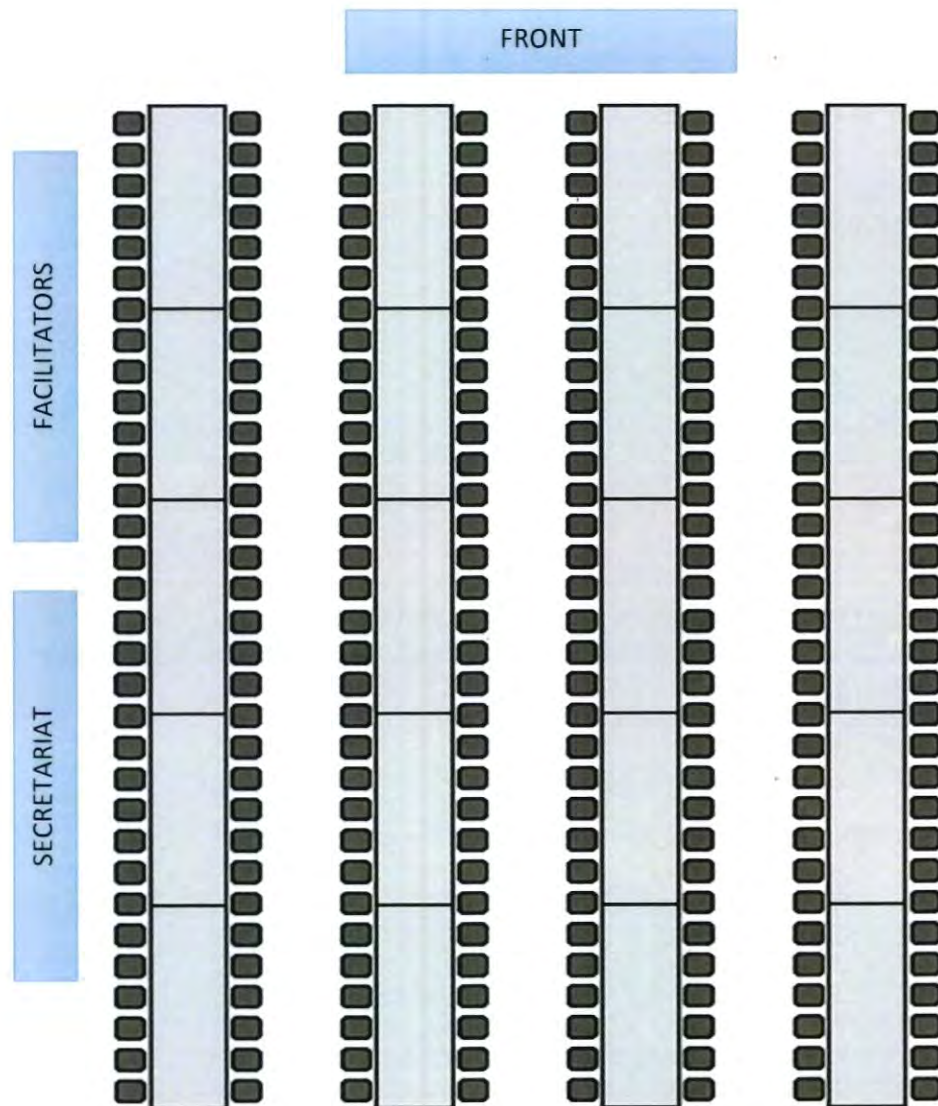
## 2. Function Rooms for the Mid-Year Performance Review

- a. The function room must be air-conditioned and able to accommodate a minimum of **Eighty-Three (83) persons** with a rectangular table set-up with chairs.



### 3. Activity Area and Function Room for the Team Building Activities

- a. The activity area must be able to accommodate a minimum of **Two Hundred Ninety-Eight (298) pax** with a linear rectangular arrangement / long tables placed side by side in parallel formation.



The outdoor venue may be used exclusively for the team-building activities. In case of inclement weather, an indoor function room with the same rectangular table setup or as required shall be made available at no additional cost.

#### 4. Other inclusions

- a. There should be available restrooms for male and female located inside and/or near the function room.
- b. There shall be a designated table set-up/area for the Secretariat within the function room.
- c. The following shall be available in the function room throughout the activity:
  - Basic lights and audio/PA system, including microphones;
  - LED Screens/Widescreen/s and LCD Projector/s;
  - Whiteboard/flip chart, markers, pads, pen/pencils, fifteen (15) extension cords (additional upon request);
  - WiFi access/connection; and
  - Free flowing coffee/tea/water and mints/candies.
  - One (1) Technical Assistant from the hotel for audio/PA system.

Should IC or the Facilitators bring laptops, portable printers, LCD projector/s and microphone/s, electricity charges for the said equipment are free or waived.

#### B. Accommodations

The service provider shall provide room accommodation for the maximum number of 298 pax including the facilitator and marshals with the following minimum requirements:

1. Guaranteed air-conditioned rooms, with basic hotel room facilities, including, but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, minibar and coffee and tea making machine, toilet, and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply; and complimentary bottled water for each guest.
2. Room accommodations shall include complimentary breakfast and use of hotel facilities (i.e., gym, fitness, and pool).
3. Room allocations:

Day	Room Requirements	Number of Pax
30 June – 04 July 2025 5 Days, 4 Nights	8 Single Rooms 15 Double Rooms 2 Triple Rooms 9 Quadruple Rooms 1 Sixtuple Rooms	83 pax
02 – 04 July 2025 3 Days, 2 Nights	3 Triple Rooms 41 Quadruple Rooms 8 Sixtuple Rooms	215 pax



### C. Meals

The service provider shall provide the following meal requirements for maximum number of two hundred ninety-eight (298) pax including the facilitators:

Day	Meal Allocation
Day 1	<ul style="list-style-type: none"><li>• Lunch – 83 pax</li><li>• PM Snacks – 83 pax</li><li>• Dinner – 83 pax</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Breakfast (included in rooms)</li><li>• AM Snacks – 83 pax</li><li>• Lunch – 83 pax</li><li>• PM Snacks – 83 pax</li><li>• Dinner – 83 pax</li></ul>
Day 3	<ul style="list-style-type: none"><li>• Breakfast (included in rooms)</li><li>• AM Snacks – 83 pax</li><li>• Lunch – 288 pax</li><li>• PM Snacks – 288 pax</li><li>• Dinner – 288 pax</li></ul>
Day 4	<ul style="list-style-type: none"><li>• Breakfast (included in rooms)</li><li>• AM Snacks – 296 pax</li><li>• Lunch – 296 pax</li><li>• PM Snacks – 296 pax</li><li>• Dinner – 296 pax</li></ul>
Day 5	<ul style="list-style-type: none"><li>• Breakfast (included in rooms)</li><li>• Lunch – 286 pax</li><li>• Packed PM Snacks – 286 pax</li></ul>

#### Meal Inclusions:

1. Inclusive of (1) round of iced tea/juice/soft drink per meal.
2. Free-flowing coffee and tea, with provision for a water station, throughout the function.
3. There shall be at least two (2) table designated for Executives/VIPs.
4. Venue for Meals breakfast, lunch, dinner and snacks shall be served in the Function Room / Activity Area or the restaurant inside the hotel.
5. The proposed menu shall be submitted to the IC and food tasting shall be scheduled accordingly.
6. The menu for the entire function shall be subject to the approval of the IC.

#### IV. MODE OF PROCUREMENT

The procurement through Lease of Venue shall be undertaken in accordance with Section 35.9 Implementing Rules and Regulations of Republic Act No. 12009 under Negotiated Procurement - Lease of Real Property and Venue.

#### V. GENERAL CONDITIONS

1. All entries in the quotation must be typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
2. **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 B - Omnibus Sworn Statement).**
3. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations over the Approved Budget Cost shall likewise be disqualified.
4. The quotation, including the required documents, **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  
[ira.vergara@insurance.gov.ph](mailto:ira.vergara@insurance.gov.ph)

Ms. Kim Alexis E. Figueroa, Administrative Officer III  
[kae.figueroa@insurance.gov.ph](mailto:kae.figueroa@insurance.gov.ph)

#### VI. 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 (A) of the 2016 RIRR of RA No. 9184 (see Annex A).

**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.**

## **VII. 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:

- 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).
- f. Original 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.

## **VIII. TERMS OF PAYMENT**

1. The price quotation, to be denominated in Philippine Peso.
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. The payment for the services rendered shall be made upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service / Acceptance of IC.
5. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
6. Bids received over the ABC shall be automatically disqualified during bid evaluation.
7. Advance payment may be allowed subject to the provision of Section 4.3, Annex D of R.A. 9184.



## **IX. 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 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**

3. 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.
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 thirty (30) days of written notice from the other Party to do so.
5. 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**

6. 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.
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 seven (7) days, the Party 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. 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.



**ATTY. CHERRIE B. BELMONTE-LIM**  
Director II/Officer-in-Charge  
Planning and Management Division

20 June 2025

## 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 Negotiated Procurement – Lease of Real Property or Venue for the **Lease of Venue (including use of function room, meals, accommodations and amenities) for the Mid-Year Performance Review for Fiscal Year 2025 and Team Building Activity**, I/we quote you on the item at prices noted below:

Item and Description	Quantity and Unit	Total Cost (Php)
Lease of Venue (including use of function room, meals, accommodations and amenities) for the MYPR for FY 2025 and TBA	1 lot	
<b>Note:</b> 1. Total Cost should <b>not exceed</b> 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. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
3. Latest Income/Business Tax Returns (ITR).

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_



## Annex A - Table of Rating Factors for Lease of Venue

Supplier: \_\_\_\_\_

	Rating Factors		Weight (%)	Rating
I.	<b>Availability</b>		<b>100</b>	
II.	<b>Location and Site Conditions</b>			
	1.	Accessibility	(50)	
	2.	Parking Space	(50)	
			<b>100</b>	
III.	<b>Neighborhood Data</b>			
	1.	Sanitation and Health Condition	(25)	
	2.	Police and fire station	(25)	
	3.	Restaurant	(25)	
	4.	Banking and Postal	(25)	
			<b>100</b>	
IV.	<b>Venue</b>			
	1.	Structural condition	(20)	
	2.	Functionality		
	a.	Conference Rooms	(10)	
	b.	Room arrangement (e.g., single, double, etc)	(5)	
	c.	Light, ventilation, and air conditioning	(5)	
	d.	Space requirements	(5)	
	3.	Facilities		
	a.	Water supply and toilet	(4)	
	b.	Lighting system	(5)	
	c.	Elevators	(4)	
	d.	Fire escapes	(4)	
	e.	Fire fighting equipment	(4)	
	f.	Internet and telecommunications	(4)	
	g.	Audio visual equipment	(5)	
	4.	Other requirements		
	a.	Maintenance	(5)	
	b.	Attractiveness	(5)	
	c.	Security	(5)	
	5.	Catering Services	(5)	
	6.	Client's satisfactory rating	(5)	
			<b>100</b>	
I.	<b>Availability</b>		X (.5) =	
II.	<b>Location and Site Condition</b>		X (.1) =	
III.	<b>Neighborhood Data</b>		X (.05) =	
IV.	<b>Venue</b>		X (.35) =	
	<b>FACTOR VALUE</b>			

**Omnibus Sworn Statement (Revised)**

***[shall be submitted with the Bid]***

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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]*