



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 lessors to participate and submit their *lowest price* quotation on the Lease of Office Space for IC Davao District Office, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Office Space for IC Davao District Office.
REFERENCE NO.	2019-05-033
LOCATION	Davao City
APPROVED BUDGET	Php 787,000.00 for the 1 st Year; Php 647,000.00 for the 2 nd year; and Php 680,000.00 for the 3 rd year
LEASE PERIOD	<u>LOT 1:</u> From 01 December 2019 until 30 November 2022
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	12:00 Noon, 12 November 2019 (Tuesday)

The quotation should be submitted personally, by mail or email not later than **12:00 Noon**, 12 November 2019 to the Administrative Division-General Services Section through the contact information below:

Contact Person : Mr. Crisostomo O. Ferrer
 IC Administrative Officer III, Administrative Division
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos. : 8534-8461 to 70 loc. 120, 8524-3548
E-mail : co.ferrer@insurance.gov.ph


REVELYN R. MOJICA
 Division Manager
 Administrative Division

TERMS OF REFERENCE

Lease of Office Space - Davao District Office

I. Overview

The IC 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. No. 9184 otherwise known as the Government Procurement Reform Act.

II. Objective

To lease an office space that meets the space requirements and conditions of the ICDavao 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 TWENTY Square Meters (120 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 three (3) years which will commence on 01 December 2019 until 31 November 2022.