



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



23 July 2018

REQUEST FOR QUOTATION (PR No. 2018-07-251)

The Insurance Commission invites all interested suppliers which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
LEASE OF VENUE (including use of function room, accommodations and meals, roundtrip transportation service and activity shirt) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Legal Services Group on 15-17 August 2018 <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	Five Hundred Thousand and Two Hundred Pesos (Php 500,200.00)

Please use the attached **Reply Slip Form** in submitting price quotation to the Insurance Commission Office or through electronic mail at the contact information indicated below. Proposal/quotations must be received not later than **12:00 Noon of 26 July 2018** at the following address:

Contact person: **MS. MARITES C. DELIMA**
IC Senior Insurance Specialist

Office Address: Insurance Commission Building
1071 United Nations Avenue
Ermita, Manila

Telephone Nos.: Trunkline: (+632) 523-8461 to 70 loc. 105 or
Direct line: (+632) 3540991

E-mail: mc.delima@insurance.gov.ph


RANDY B. ESCOLANGO
Deputy Insurance Commissioner
Legal Services Group

TERMS OF REFERENCE

Lease of Venue (including use of function room, accommodations, meals, round trip bus transfer service and activity shirt)) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Legal Services Group.

I. SCOPE OF SERVICE

The service provider should be able to provide accommodations, meals, function room with facilities/amenities, roundtrip transportation service and activity shirt with the following specifications:

GENERAL REQUIREMENTS

1. Price quotation for three (3) days and two (2) nights.
2. Event date is on 15-17 August 2018 (Wednesday to Friday).
3. Preferred location is Subic, Zambales approximately three (3) hour travel time by land from Metro Manila via NLEX.
4. Guaranteed number of persons: **49 pax**
5. Free 24-Hour secured parking space for participants and official IC vehicles.
6. Accommodations, meals, use of function room and other facilities/amenities. In case of additional participants, it shall be at the same price or less than the regular price of the participants.
7. The venue must have a standby/back-up generator in case of power outage during the event.
8. Concierge services
9. Elevator servicing all floors
10. Complimentary Shuttle Service (within 2km)
11. Roundtrip Transportation Service
12. Activity shirt
13. Free WIFI/wireless internet in all areas of the hotel premises.
14. 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.

SPECIFIC REQUIREMENTS

A. Function Room — Air-conditioned conference/function room with the following minimum specifications and/or requirements:

1. Use of function room from 9:00AM to 6:00PM.
2. Set-up for forty-nine (49) participants (with 8 round tables and 10 chairs for each table).
3. Separate table set-up/area for the Secretariat.

4. The room must be equipped with audio and video system with at least three (3) microphones, wide screen, LCD projector, white board, markers and eraser, note pad and pencils for all participants.
6. Free flowing coffee, tea and drinking water.
7. Wi-Fi/wireless internet access in the function room.
8. Restrooms for male and female located near the function rooms.

B. Meals — There shall be a set-up of two-way buffet station. Meals shall include one (1) round of iced tea/juice/soda for the following:

Day 1: Buffet Lunch, PM Snacks, and Buffet Dinner;

Day 2: Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, and Buffet Dinner;

Day 3: Buffet Breakfast, AM Snacks, and Buffet Lunch.

Additional Requirements:

1. Proposed menus must be attached to the proposal;
2. Actual menu shall be subject to the approval of the Insurance Commission.

C. Accommodations

The service provider shall provide overnight room accommodations for 15-17 August 2018, for a minimum of 49 participants, with the following minimum requirements:

1. Guaranteed individually controlled air-conditioned rooms, basic hotel room facilities/amenities including but not limited to: beddings, toilet and bath, with daily replenishment of bath towels and toiletries for each guest, cable/satellite television, IDD/NDD phone system, WiFi internet access, hot and cold tele-shower, hair-dryer and shaving outlet, in room safety deposit box, coffee/tea facility, complimentary slippers for each guest, complimentary bottled water for each guest and mini refrigerator.
2. Room allocations:
 - One (1) Single Occupancy Room for Executive VIP
 - For Rank-and-File employees:
 - a) Double Room Occupancy for ten (12) pax with separate beds (no folding bed, double decks or floor mattresses);
 - b) Triple Sharing Room for thirty-eight (36) pax with 3 separate beds (no folding bed, double decks or floor mattresses).

D. Transportation

1. **Roundtrip Bus Transfer** from the Insurance Commission to Hotel and Vice Versa for the 49 participants.

E. Activity Shirt with print for the 49 participants.

Additional Requirements:

- a) Welcome banner
- b) Upon check-in of participants, the staff of the service provider shall assist in transferring the luggage of 49 participants to their assigned rooms once available;
- c) Complimentary guided tour around the Subic Bay Free Port Zone.
- d) Complimentary use of facilities/amenities such as gym, swimming pool and outdoor social areas in the hotel; and
- e) Wi-Fi access in all areas of the hotel premises.

II. Mode of Procurement

The procurement through Lease of Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

III. 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 (C) of the 2016 RI RR of RA No. 9184.

IV. Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit certified true photocopy of the following documents:

1. Mayor's Business Permit;
2. Proof of PhilGEPS Registration;
3. Certificate of Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return.
5. Notarized Omnibus Sworn Statement (see attached template/format).

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 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 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.

The IC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their Quotation/Bid.


RANDY B. ESCOLANGO
Deputy Insurance Commissioner
Legal Services Group

REPLY SLIP

Name of Supplier :
Address :
Business Registration No. :
Tax Identification No. :
PhilGEPS Registration No. :

After having carefully read and accepted the provisions under the Terms of Reference for the **Lease of Venue (including use of function room, accommodations and meals, roundtrip transportation service and activity shirt)** for the **2019-2021 Functional Group Planning and Budgeting Activity of the Legal Services Group on 15-17 August 2018 PR No. 2018-** , I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
LEASE OF VENUE (including use of function room, accommodations and meals, roundtrip transportation service and activity shirt) for the 2019-2021 Functional Group Planning and Budgeting Activity of the Legal Services Group on 15-17 August 2018 Note: 1. Total cost should not exceed ABC of Five Hundred Thousand and Two Hundred Pesos (Php 500, 200.00) . 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	1 Lot	Php

Signature Over Printed Name of the Supplier/Authorized Representative

Position : _____
Date : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES
(City/Municipality of _____) S.S.

AFFIDAVIT

I, **Name**, of legal age, Single, Filipino, and residing at Address, after having been duly sworn in accordance with law, do hereby depose and state that:

I am the duly authorized and designated representative of **Company** with office address at **Address**;

I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Company** in the bidding as shown in the attached Notarized Secretary's Certificate issued by the corporation;

Company 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;

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;

Company is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

None of the officers, directors, and controlling stockholders of **Company** 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;

Company complies with existing Labor Laws and standards;

Company is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be

- bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Company**; and
 - e) **Company** 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.

In Witness Whereof, I have hereunto set my hand this day of ____, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]
[JURAT]