



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPs, to submit their lowest price proposal/quotation on the item listed below, subject to the 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 activity venues, accommodations, meals, transportation services, and professional photography and videography services) for the 2019 IC Solidarity Day (P.R. No. 2019-05-161)	1 Lot	Two Million Four Hundred Thousand Pesos (PhP2,400,000.00)
<i>Refer to the Terms of Reference for detailed specifications.</i>		

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 03 June 2019** at the following address:

Contact person: Ms. Leizle L. Arlando, IC Administrative Officer II
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 120, 524-3548
E-mail: hr@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



TERMS OF REFERENCE

Lease of Venue (including activity venues, accommodations, meals, transportation services, and professional photography and videography services) for the 2019 IC Solidarity Day (P.R. No. 2019-05-161)

I. Scope of Service

The service provider should be able to provide the activity venues and facilities/amenities, accommodations, meals, transportation services, and professional photography and videography services, with the following specifications:

General Requirements

1. Inclusive dates:
 - 13-15 June 2019, Thursday to Saturday (3 days and 2 nights)
2. Venue Location:
 - Should be within the maximum distance of 100 km from Insurance Commission Office, 1071 United Nations Avenue, Ermita, Manila, with travel time two (2) hours via SLEX.
 - There should be police stations, hospitals and fire stations located within twelve (12) km away from the venue.
3. Minimum guaranteed number of persons: 230 pax
4. Free parking space for participants, bus services and official IC vehicles.
5. Accommodations, meals, transportation services, use of activity venues, and other facilities/amenities, in case of additional participants, shall be at the same price or less than the guaranteed participants.
6. Price quotation/s, must be denominated in Philippine Peso and should be inclusive of 12% VAT and all other applicable taxes and charges. Quotation should be valid for at least one hundred twenty (120) calendar days.

Specific Requirements

A. Activity Venues

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

1. Registration, Luggage Drop-Off and Check-in Counters on 13 June 2019:
 - 1.1. Table set-up for registration, luggage drop-off and check-in counters, where employees shall register and drop-off their luggage before proceeding to the venue for the opening ceremony and program proper, and claim the room key cards afterwards.
 - 1.2. Storage room for luggage should be on the same floor where the function room specified in Item A.2. is located.
 - 1.3. Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms. It shall provide at least 2 luggage tags per person (or total of 500 luggage tags) to be delivered to IC prior to the event (preferably on 10 June 2019).
 - 1.4. Room key cards shall be distributed at 3:00PM. Should there be any changes in schedule for key distribution, the HRD shall inform the service provider of such changes immediately.
2. Function Room for Opening Ceremony, Indoor Program and Fellowship Night:
 - 2.1. Guaranteed air-conditioned function room, with dimension of at least 30m by 24m and ceiling height of 6m, that can accommodate round table banquet set-up for a minimum of 250 pax, with wide space/area allotted for the opening ceremony and indoor activities.
 - 2.2. Breakout rooms shall be provided on 14 June 2019 for workshops/group activities.
 - 2.3. Restrooms for male and female should be available within the premises of the function room.
 - 2.4. There shall be a separate table set-up/area for the secretariat.
 - 2.5. The following shall be made available in the function room throughout the activity:
 - At least five (5) Whiteboards, with markers and erasers
 - Pads and pen/pencils
 - Upgraded event lights and audio system including at least five (5) wireless microphones, and stand, and complete band set-up;

- With 9ft by 13ft LED wall set-up on the stage which should be 8ft by 24ft and 16in high for two (2) days, on 13-14 June 2019. The set-up should also include at least one (1) LCD projector and one (1) wide screen on stand-by and as back-up for the entire event duration;
- In case IC brings additional LCD projectors and microphones, electricity charge for the said equipment is free or waived; and,
- Internet access through Wi-Fi.

2.6. There should be an in-house clinic with professional medical personnel available throughout the event.

3. Professional Photography and Videography Services

Service Provider shall provide professional photography and videography services during the opening ceremony, indoor program and fellowship night, including photobooth during the fellowship night only, based on the following specific requirements:

Schedule	<ol style="list-style-type: none"> 1. Photographers/videographers/crew must be at the venue starting 7:00AM. 2. There should be event coverage from Arrival of participants, Opening Ceremony, Indoor Program and Fellowship Night from 13-14 June 2019 (Detailed program shall be provided to the crew. A coordination meeting among the facilitators, venue staff, and IC shall be conducted to discuss on the event coverage.)
Inclusions	<ol style="list-style-type: none"> 1. Same-day video edit (SDE) shall be played during the Fellowship Night 2. At least two (2) photographers & three (3) Videographers (1 main, 1 creative and 1 reaction shooter/editor) 3. Use of professional equipment such as DLSR Video, Tripod, Glider (for High Resolution Photo and Video) 4. One (1) unit of Photobooth on 14 June 2019 – from 6:00PM to 9:00PM (3 hours) 5. Copies of the following in CDs/DVDs/USB: <ul style="list-style-type: none"> - Copies of all unedited (raw) videos - Copies of edited full video and SDE - Copies of all photos, including photobooth photos

4. Venue for Meals

4.1. For Day 1 – All meals shall be served at the function room where the opening ceremony and indoor program shall be conducted.

- 4.2. For Day 2 – Breakfast shall be served at a guaranteed air-conditioned restaurant (with foyer/open grass area) with a reserved area for IC that can accommodate banquet set-up for a minimum of 250 pax, while snacks, lunch and Fellowship Night Dinner shall be served at the venue used during Day 1.
- 4.3. For Day 3 – Breakfast shall be served at a guaranteed air-conditioned restaurant with a reserved area for IC that can accommodate banquet set-up for a minimum of 250 pax, while AM snacks and lunch shall be served at the venue used during Day 1.
- 4.4. There should be available restrooms for male and female within the function rooms.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 230 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, television, telephone, closet, safety vaults, refrigerator, 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 allocations:
 - **Four (4) Single Occupancy Rooms for IC officials** with queen/king-sized beds.
 - For rank-and-file employees:
 - **Twin to Triple Sharing Rooms for Rank-and-File employees: 147 Female Employees and 79 Male Employees**
 - Bed configuration for sharing rooms (no double decks or floor mattresses) should be two (2) queen/double-sized beds.
3. Two (2) Complimentary Quad Sharing Rooms for one (1) night inclusive of breakfast for the advance party who shall arrive a day before the event or on 12 June 2019. Rooms for the advance party should be adjacent and each have a common area (i.e. living room) to be used in preparing prizes, supplies and other materials.

C. Meals

The service provider shall provide the following meal requirements for a minimum of 230 pax:

1. Meal Schedule
 - Day 1: AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner

- Day 2: Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffer Dinner
 - Day 3: Managed Buffet Breakfast, Managed Buffet Lunch, Packed PM Snacks
2. Inclusive of (1) round of iced tea/juice/soft drinks. Two (2) bottled mineral water (500ml each bottle) per employee shall be provided along with the Day 2 – Packed PM Snacks.
 3. Free flowing coffee and tea, with provision for water station, throughout the function.
 4. There shall be a set-up of two (2) buffet stations (two-way) or four (4) buffet stations (one-way).
 5. There shall be at least one (1) table designated for IC Officials. Meals shall be served in family style and at least one (1) waiter shall be assigned for the VIP table.
 6. Preferred menu is Filipino cuisine.
 7. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
 8. Menu for the entire function shall be subject to the approval of the Insurance Commission.

D. Transportation Services

The Service Provider should be able to provide transportation service for the 2019 IC Solidarity Day, with the following specifications:

General Requirements

1. Minimum number of passengers is 230 pax.
2. Travel dates: 13-15 June 2019 (Thursday to Saturday)
3. Package Type: Pick-Up and Drop-Off

Specific Requirements

Bus Features

1. Fully air-conditioned tourist bus
2. With maximum capacity of 48 pax (excluding driver)
3. With reclining comfort seats
4. No center/ aisle/ jump seats
5. Equipped with functional audio and video system

Package Inclusions

- Driver's fee
- Driver's meals
- Driver's accommodations (if applicable)
- Fuel
- Toll fees
- Passenger Insurance

Delivery Terms

1. Pick-up and Drop-Off

Day 1: 13 June 2019

The transportation service shall arrive at the IC Manila Office (pick-up point) at least one hour before the expected departure time. IC Manila Office is located at 1017 United Nations Avenue, Manila.

Day 2: 15 June 2019

The transportation service shall arrive at the venue (pick-up point) at least one hour before the expected departure time.

2. The IC and Service Provider shall agree on the designated stop-overs during the travel from IC Manila Office to the venue and vice versa. Alternate drop-off point may be arranged as may be agreed upon by both parties.
3. The Service Provider shall submit the information of the designated drivers and bus services to IC on or before 04 June 2019, as follows:

<i>Bus Service</i>	<i>Designated Driver</i>
<ul style="list-style-type: none">• Bus Number• Plate Number• Copy of OR/CR	<ul style="list-style-type: none">• Complete Name• Contact Information• Copy of Driver's License

4. The Service Provider shall ensure that all designated drivers are in good condition to perform the job and not in the influence of alcohol or any abused substances/drugs for the duration of the travel.
5. All designated drivers must wear their company uniform and ID for the duration of provision of services to IC. They shall follow traffic rules and regulations and drive with utmost care and responsibility. The route, including stop-overs, pick-up and drop-off points, agreed by the both IC and Service Provider shall be strictly followed.
6. The Service Provider shall be held liable of any accidents or untoward incidents which occurred due to negligence of the driver/s and/or the Service Provider.

7. In case of breakdown, the company shall immediately provide a substitute similar vehicle.

II. **Approved Budget for the Contract**

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Two Million Four Hundred Thousand Pesos (PhP2,400,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

The price quotation must be valid for thirty (30) days and should not be subject to change/increase during the implementation of the contract.

III. **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.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

IV. **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 RIRR of RA No. 9184.

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.

V. **Awarding of Contract**

Bidders shall submit the Reply Slip Form using the prescribed forms (**Annex A**), together with the certified true photocopies of the following documents:

1. Mayor's Permit
2. Business Registration (SEC/DTI/CDA)
3. Proof of PhilGEPS Registration
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue
5. Latest Income/Business Tax Return

The quoted price must be valid for at least one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

VI. Payment Terms

Pursuant to Section 4.3 of Annex D (Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials) of the 2016 RIRR of RA 9184, a single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed as a standard industry practice for hotel and restaurant services, and as agreed upon by the IC and Service Provider.

Nonetheless, all 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.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

ANNEX A
REPLY SLIP

Date: _____

Name of Company : _____
Address : _____
Authorized Representative : _____
Position/Designation : _____
Contact Information : _____
Email Address : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including activity venues, accommodations, meals, transportation services and professional photography and videography services) for the 2019 IC Solidarity Day (P.R. No. 2019-05-161)**, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Amount*
<p>Lease of Venue (including activity venues, accommodations, meals, transportation services and professional photography and videography services) for the 2019 IC Solidarity Day (P.R. No. 2019-05-161)</p> <p>Note: 1. Total Cost should not exceed ABC of Two Million Four Hundred Thousand Pesos (PhP2,400,000.00) 2. Total Cost is inclusive of 12% VAT and all other applicable taxes and charges</p>	1 Lot	PhP

**Signature Over Printed Name of
 Authorized Representative**

Omnibus Sworn Statement

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;
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 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 [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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded project