



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



REQUEST FOR QUOTATION

Name of Supplier : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the Lease of Office Space – Davao City, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Lease of Office Space for Insurance Commission (IC) Davao District Office
REFERENCE NO./PR NO.	2017-04-137-A
LOCATION	Davao City
APPROVED BUDGET FOR THE CONTRACT	Php48,950.00/month inclusive of VAT
DELIVERY PERIOD	On or before 1 July 2017
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	31 May 2017, 12:00 NN

The Open Quotation together with the Reply Slip may be submitted personally, through mail or email not later than **12:00 NN, 31 May 2017** to the Administrative Division – General Services Section to the contact information below:

Contact person: Ms. Crescencia R. Gatchalian, IC Supervising Administrative Officer
Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: 523-8462 to 70 loc. 120; 524-3548
E-mail: cr.gatchalian@insurance.gov.ph

LORNA D. DE LEON
 IC Division Manager
 Administrative Division

22 May 2017

TERMS OF REFERENCE

Lease of Office Space – Davao District Office

I. Overview

The Insurance Commission 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 requirement and conditions of the Insurance Commission for its Davao District Office, specifically intended to serve the populace of Davao and nearby provinces. The said Office should be accessible to the public and to the Insurance Companies 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 to the commuting public.

IV. Space Requirement

The total office space requirement (useable) should be at least EIGHTY to ONE HUNDRED TWENTY Square Meters (80 to 120 sq.m.). Proposed space with larger area shall be accepted provided that the excess shall be given free.

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 of contract shall be for a period of one (1) year which will commence on 1 July 2017.

VII. Technical Specification

The building must have the following facilities:

1. Sufficient electrical fixtures, lighting fixtures and convenience outlets;
2. The building must have sufficient provision for the electrical system and installation of air-conditioning units;
3. Fire/emergency exits
4. Provision for personnel comfort room (CR) with lavatory; and
5. The Lessor shall provide for free and adequate space for the installation of signage.

VIII. Documentary Requirements

- a. Mayor's/Business Permit
- b. Proof of PhilGEPS Registration Number
- c. Income/Business Tax Return

IX. Other Provisions that Shall be Included in the Contract

- a. Leasehold improvements shall be allowed subject to prior written approval of the Lessor;
- b. Any movable structures installed by IC can be removed if the office space is vacated;
- c. The Lessor shall provide at least one (1) rest room for the exclusive use of IC personnel, clients and visitors;
- d. Advance Payment and Security Deposit for the proposed lease of the premises shall not exceed one (1) advance rent and three (3) months security deposit.

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.


LORNA D. DE LEÓN
IC Division Manager
Administrative Division

22 May 2017

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit 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 **One (1) Year Lease of Office Space for Insurance Commission (IC) Davao District Office**, I/We quote you on the item/s at price/s noted below:

Description	Space Requirement	Monthly Rental Fee (inclusive of VAT)
One (1) Year Lease of Office Space for Insurance Commission (IC) Davao District Office Note: 1. Total monthly rental fee should not exceed ABC Pesos (Php) 2. Price quotation is inclusive of VAT and all other applicable taxes and charges	80 to 120 sq.m.	

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

- A. Mayor's Business Permit
- B. Proof of PhilGEPS Registration Number;
- C. Income/Business Tax Return

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____
Date : _____