



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



CN: AJA16-0061

REQUEST FOR QUOTATION

Name of Supplier : _____
Address : _____

Business Registration 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 Transportation Service for the ICEWA's 25th Founding Anniversary, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Transportation Service for the 25 th Founding Anniversary of ICEWA
REFERENCE NO./PR NO.	2017-03-130
APPROVED BUDGET FOR THE CONTRACT	Php85,000.00 inclusive of 12%VAT
DELIVERY PERIOD	On or before 11 April 2017
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	03 April 2017, 12:00 NN


The open quotation may be submitted personally, through mail or email not later than **12:00 NN, 03 April 2017** to the Statistics Division to the contact information below:

Contact person: Mr. Emmanuel M. Labrador, ICEWA Vice President

Office Address : 2nd Flr., Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: 523-8462 to 70 loc. 122

E-mail: em.labrador@insurance.gov.ph


EDNA G. BERNALES
ICEWA, President

29 March 2017

TERMS OF REFERENCE

I. Scope of Work and Job Specifications

The Services provider should be able to provide transportation service with the following specifications:

A. General

- Travel Dates : 21 April 2017
- Min. No. of Passengers : 235 pax
- Package Type : Pick-up & Drop-off only
- Please quote for the following locations:
 1. Batangas
 2. Cavite
 3. Laguna

B. Bus/Coaster/Van Features

- Fully-air-conditioned
- Reclining comfort seats
- No center/aisle/jump seats
- Equipped with functional audio and video system
- Equipped with Wi-Fi, if possible

C. Inclusions

- Driver's Fee
- Driver's meal
- Fuel
- Toll Fee
- Parking fee (if applicable)
- Insurance
- 12% VAT and all other applicable taxes and charges
- Please see Terms of Reference for specific details

D. Delivery Terms

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

II. Approved Budget for the Contract

The Approved Budget for Contract (ABC) is Php85,000.00 inclusive of 12% VAT and all other applicable taxes and charges.

III. Mode of Procurement

The mode shall be Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

IV. Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

1. Registration Certificate from Land Transportation Authority (LTO)
2. Land Transportation Franchising and Regulatory Board (LTFRB) Permit
3. Tax Clearance
4. PhilGEPSs Registration

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

V. Payment Scheme

The payment for the service rendered shall be made upon issuance of billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

Failure to comply with the Terms and Condition of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 1% of the contract prices of the winning service provider.