



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 suppliers to participate and submit their quotation for the **Lease of Venue (including Catering Services) for the 2023 Insurance Commission (IC) Year-End Assessment**, subject to the conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Lease of Venue (including Catering Services) for the 2023 IC Year-End Assessment
REFERENCE NO. /PR NO.	PR No. 2023-11-370
MODE OF PROCUREMENT	Lease of Venue (Sec. 53.10, Revised Implementing Rules, and Regulations of R. A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	Six Hundred Thousand Pesos (Php600,000.00) inclusive of applicable charges and taxes
DELIVERY PERIOD	14 December 2023 2:00PM -10:00PM

I. SPECIFIC DELIVERABLES

1. The prospective bidders shall be for the provision of food and catering services for **THREE HUNDRED (300) PERSONS** for the IC Year End Assessment Program with the following inclusions:
 - a. Buffet dinner and PM snacks for 300 pax for the IC-Year-End Assessment to be held on December 14, 2023, 2:00 P.M. onwards;
 - b. Buffet tables setup and tables for beverages, with complete set of dinnerware, flatware, glassware and all necessary dining materials good for 300 pax with reasonable allowance;
 - c. Chairs and guest dining tables with appropriate centerpiece, table clot and linens for 300 pax free of charges; and
 - d. Service staff in proper uniform;
 - e. The caterer shall allow IC to use the venue for a maximum of six (6) hours inclusive of stage and screens at no cost to IC. The venue must be within the 5-km radius from the office of the Insurance Commission, which is located at 1071 United Nations Avenue, Ermita Manila. It must also provide comfortable space for all guests to be seated and wide enough space for group presentation and dancing. Free Wi-Fi/wireless internet in all areas of the premises. Parking space for 40-50 vehicles must be made available within the building.

II. OTHER TERMS AND CONDITIONS

1. The prospective bidders shall hold a food tasting for at least four (4) pax at the venue preferred by IC.
2. The provider shall cover all other incidental expenses in the performance of this agreement/package unless previously agreed to by the IC Year-End Assessment Committee.
3. The bidders who will be qualify on the requirements of this TOR shall be evaluated based on the following considerations criteria:

CRITERIA	POINTS
1. Price	10
2. Food	60
a. Taste	30
b. Variety	10
c. Presentation	10
d. Quantity	10
3. Venue	30
a. Facilities (aircon, comfort room, fire exit and elevator if applicable)	6
b. Parking and Security	8
c. Ambience	4
d. Floor area	7
e. Accessibility	5
Note: THE PASSING RATE IS 80 POINTS	

4. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
6. Price validity must be for a period of thirty (30) days from submission of quotation.

7. The payment for the services rendered shall be made with in thirty (30) days upon issuance of the billing statement by the supplier and corresponding certificate of satisfactory services of IC.

III. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. All proposal should include **certified true copies** of the following documents:
 - a. Proof of PhilGEPS Registration Number.
 - b. Mayor's/Business permit issued by the city or municipality where the principal place of the business of the prospective bidder is locate.
 - c. Latest Income/Business Tax Returns; and
 - d. Notarized Omnibus Sworn Statement
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person not later than **05 December 2023, 12:00 Noon**

For further inquiries, please coordinate with **MS. JENINA ROUSSEL A. VERGARA** at contact numbers (02) 8523-8461 loc. 120. The QUOTATION may be submitted through e-mail at ira.vergara@insurance.gov.ph and bacsec@insurance.gov.ph or delivered to the following address

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any 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.

[Original Signed]

ARTURO S. TRINIDAD II

Chairman

Bids and Awards Committee

___ December 2023

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 Small Value Procurement (SVP) for the **Lease of Venue (including Catering Services) for the 2023 Insurance Commission (IC) Year-End Assessment**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Lease of Venue (including Catering Services) for the 2023 Insurance Commission (IC) Year-End Assessment	1	lot		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

Total Amount in Words :

_____ (PhP _____)

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);
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Certified copies of the following documents are likewise enclosed:

- i. Valid Philgeps Certificate
- ii. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
- iii. Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative
Position : _____
Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]