



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



REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their *lowest price* quotation for the **Procurement of Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity**, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Procurement of Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity
REFERENCE NO./PR NO.	PR No. 2024-05-137
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT (ABC)	Php 330,000.00 inclusive of VAT and other applicable taxes and charges
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>31 MAY</u> 2024

The sealed quotation may be submitted through email not later than 31 MAY 2024, **10:00 AM** to this Commission's **Planning and Management Division** through the contact information provided below:

Contact Persons: **Ms. Dianne Tricia M. Iniego**
 IC Planning Officer II
Office Address: 2/F Insurance Commission Building
 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.: (+632) 8-523-8462 to 70, local 144;
E-Mail: dtm.iniego@insurance.gov.ph
PlanningDiv@insurance.gov.ph


GREGORY VINCENT O. FERRER
 IC Division Manager
 Planning and Management Division


REVELYN R. MOJICA
 IC Division Manager
 Human Resource Division

TERMS OF REFERENCE

Procurement of Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity

I. SCOPE

1. The prospective supplier shall bid for the Procurement of Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity.

II. TERMS OF PAYMENT

2. The price quotation, to be denominated in Philippine peso, shall include the following:
 - a. Insurance
 - b. Driver's fee
 - c. Driver's meals
 - d. Fuel
 - e. Toll fee
 - f. Parking fee
 - g. 12% VAT and all other applicable taxes and charges
3. The quoted price shall be considered fixed and not subject to price escalation during contract implementation.
4. Price validity must be for a period of thirty (30) days from the submission of the quotation.
5. The payment for the services rendered shall be made upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service by the end-user. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

III. SCOPE OF WORK

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

- a. At least 2020 model and up;
- b. Must be sanitized before the scheduled pick up and after the drop-off of IC employees;
- c. Must have working air-conditioning systems, are clean, well sanitized, and without unpleasant odors;
- d. Must be equipped with a functional audio and video system

6. General Requirements

Minimum number of passengers per bus: 50 pax
Travel dates: 24, 26 & 28 June 2024

Detailed requirements are as follows:

Batch 1

Date: 24 June 2024

Pick up point: 1071 United Nations Avenue, Manila

Drop off: Brgy. Sabang, Baler, Aurora

Number of pax: 100

Number of buses: 2

Batch 2

Date: 26 June 2024

Pick up point: 1071 United Nations Avenue, Manila

Drop off: Brgy. Sabang, Baler, Aurora

Number of pax: maximum of 160

Number of buses: 4

Return Batch

Date: 28 June 2024

Pick up point: Brgy. Sabang, Baler, Aurora

Drop off: 1071 United Nations Avenue, Manila

Number of pax: maximum of 260

Number of buses: 6

9. Limitation of Liability

Subject to the IC's obligation to pay the price due to the Supplier, either party's liability in contract, tort, or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

10. Termination

The agreement between the IC and the Supplier shall be effective upon its approval by the former and acceptance by the latter and shall continue unless terminated sooner or until the completion date.

11. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.

12. Any termination of the agreement (in whatever way occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.
13. Miscellaneous

The failure of either party to enforce its right based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
14. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
15. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
16. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

17. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
18. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
19. The sealed quotation shall be submitted through email to the IC Planning and Management Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila, not later than **31 May 2024, at 10:00 AM.**
20. The bidder with the lowest calculated responsive bid shall be required to submit the following documents for verification and validation purposes:
 - a. Mayor's Business Permit
 - b. Latest Income Business Tax Return
 - c. Proof of PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement

21. 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.



GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division



REVELYN R. MOJICA
IC Division Manager
Human Resource Division

REPLY SLIP

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 **Procurement of Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
<p>Transportation Services for the 2024 Strategic Planning Workshop and Team Building Activity</p> <p>Batch 1 Date: 24 June 2024 Pick up point: 1071 United Nations Avenue, Manila Drop off: Brgy. Sabang, Baler, Aurora Number of pax: 100 Number of bus: 2</p> <p>Batch 2 Date: 26 June 2024 Pick up point: 1071 United Nations Avenue, Manila Drop off: Brgy. Sabang, Baler, Aurora Number of pax: maximum of 160 Number of bus: 4</p> <p>Return Batch Date: 28 June 2024 Pick up point: Brgy. Sabang, Baler, Aurora Drop off: 1071 United Nations Avenue, Manila Number of pax: maximum of 260 Number of bus: 6</p>	<p align="center">1 lot</p>	<p align="center">[Input Total Cost here]</p>
<p>Note:</p> <ol style="list-style-type: none"> Total Cost should not exceed the Approved Budget of the Contract (ABC). Price quotation is inclusive of 12% VAT and other applicable taxes and charges. 		

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

- a. Mayor's Business Permit
- b. Latest Income Business Tax Return
- c. Proof of PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

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]