



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



REQUEST FOR QUOTATION

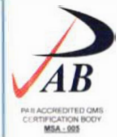
The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the project listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	IC Team Building Activity Facilitator
REFERENCE NO./PR NO.	PR No. 2024-06-154
APPROVED BUDGET FOR THE CONTRACT (ABC)	Five Hundred Eighty Thousand Twenty (Php580,020.00) Pesos inclusive of VAT and all other applicable taxes and charges

The sealed quotation may be submitted personally or through e-mail not later than **11 June 2024, 12:00 NN** to the Insurance Commission through the contact information provided below:

- Contact Person** : **Ms. CEZ MARTINA C. BANDOQUILLO**
IC Supervising Administrative Officer
- Mr. LEO C. SEBUC**
IC Administrative Officer III
- Office Address** : 1st Floor, Main Office
Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila
- Telephone Nos.** : (02)8523-8461 local 106
- E-Mail** : hr@insurance.gov.ph


REVELYN R. MOJICA
 Division Manager
 Human Resource Division



TERMS OF REFERENCE

**Conduct and Facilitation of the 2024 IC Team Building Activity
 (P.R. No. 2024-06-154)**

I. SCOPE

The prospective service provider shall submit a quotation inclusive of all requirements, equipment and materials relative to the **Conduct and Facilitation of the 2024 Insurance Commission (IC) Team Building Activity** with the following specifications:

<i>Description/Specifications</i>	<i>Quantity and Unit</i>
<p>The 2024 IC Team Building Activity (TBA) aims to bring out the leadership potential of personnel and their ability to work as a team, and to provide opportunity for officials and employees to collaborate outside the restrictions of the workplace.</p> <p>The service provider shall perform the following:</p> <ol style="list-style-type: none"> 1. Facilitate, moderate and manage the 2024 IC TBA on 27 June 2024, to begin at around 1:00 PM, in Baler, Aurora for two hundred forty (240) guaranteed pax clustered into five (5) teams; 2. Deploy at least ten (10) facilitators, one (1) lead facilitator, and one (1) resource person; 3. Provide standby nurse and nurse station during the TBA; 4. Develop program and activities, and provide all supplies and materials for the conduct of the TBA; 5. The TBA program must include briefing, at least five (5) indoor team games, debriefing, culminating activity, and Fellowship Night; <ol style="list-style-type: none"> a. The customized indoor team games shall emphasize the IC Shared Core Values of integrity, commitment, and responsibility. b. The debriefing shall include synthesis and discussions on camaraderie and other related topics in relation to the objectives of the activity. c. The Fellowship Night shall be for at least five (5) hours inclusive of lights and sounds, operator, acoustic band, and at least four (4) dance instructors. 6. Provide three (3) - day photo and video coverage on 25-27 June 2024 in Baler, Aurora with same-day edit video, inclusive of all necessary equipment; 	<p>1 lot</p>

<i>Description/Specifications</i>	<i>Quantity and Unit</i>
7. Provide packed delicacies/giveaways for 265 personnel; 8. Process and cover all logistical and administrative arrangements and expenses of the service provider's manpower, supply, and equipment such as transportation, lodging, and meals; 9. Facilitate the special individual and group awards identified by the IC, and awarding of various activities with score sheets; 10. Present the work plan and program of activities within there (3) days after the receipt of the Notice of Award, subject to the approval of the IC; 11. Provide Post-Activity Report and documentation such as videos and photos one (1) week after the conduct of the TBA; and, 12. Treat with utmost confidentiality all information gathered and recorded throughout the preparation and conduct of the activity.	

II. GENERAL CONDITIONS

1. All entries in the quotation must be typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative (**Annex B: Reply Slip**).
2. The service provider must provide a detailed program/activities that are customized to the needs and TBA objectives of the IC. A comprehensive project proposal with detailed activities, timeline, objectives, and mechanics must be submitted together with the other documentary requirements.
3. The sealed quotation shall be submitted to IC, together with the following documentary requirements:
 - a. Certified true copy of the company's PhilGEPS Registration
 - b. Certified true copy of the 2024 Mayor's/Business Permit
 - c. Certified true copy of the Latest Income/Business Tax Return
 - d. Notarized Omnibus Sworn Statement (**Annex C- Omnibus Sworn Statement**)
 - e. Comprehensive project proposal that are customized to the needs and TBA objectives of the IC with detailed program and activities, timeline, objectives, and mechanics
4. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations over the Approved Budget for the Contract shall likewise be disqualified.

5. The sealed quotation may be submitted personally or through e-mail not later than 11 June 2024, 12:00 NN to the IC through the contact information provided below:

Contact Person : **Ms. CEZ MARTINA C. BANDOQUILLO**
IC Supervising Administrative Officer

Mr. LEO C. SEBUC
IC Administrative Officer III

Office Address : 1st Floor, Main Office
Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Telephone Nos. : (02) 8523-8461 local 106

E-Mail : hr@insurance.gov.ph

III. EVALUATION AND SELECTION CRITERIA

Proposals shall be evaluated in accordance with Annex A: Table of Rating Factors. 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.

IV. AWARDING OF CONTRACT

For verification and validation purposes, the bidder with the Lowest Calculated Bid (LCB) shall be required to present the original copies of the following documents, prior to the awarding of the contract:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

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

V. PAYMENT TERMS

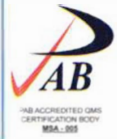
The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Service/Acceptance by IC.

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.

The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

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ANNEX A: TABLE OF RATING FACTORS

**Conduct and Facilitation of the 2024 IC Team Building Activity
 (P.R. No. 2024-06-154)**

Name of Service Provider:			
	Rating Factors	Weight	Rating
I	Program Design	30%	
II	Appropriateness of Activities Based on IC's Requirements	20%	
III	Logistics and Facilitation Plan	20%	
IV	Vendor impression	10%	
V	Price offer	20%	
Overall Rating		100%	

Rated by:

 Printed Name and Signature
 Position Title
 Division



ANNEX B: REPLY SLIP

Name of Service Provider : _____
Address : _____

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

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their price quotation for the **Conduct and Facilitation of the 2024 IC Team Building Activity**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Conduct and Facilitation of the 2024 IC Team Building Activity 1. Facilitate, moderate and manage the 2024 IC TBA on 27 June 2024, to begin at around 1:00 PM, in Baler, Aurora for two hundred forty (240) guaranteed pax clustered into five (5) teams; 2. Deploy at least ten (10) facilitators, one (1) lead facilitator, and one (1) resource person; 3. Provide standby nurse and nurse station during the TBA; 4. Develop program and activities, and provide all supplies and materials for the conduct of the TBA; 5. The TBA program must include briefing, at least five (5) indoor team games, debriefing, culminating activity, and Fellowship Night; a. The customized indoor team games shall emphasize the IC Shared Core Values of integrity, commitment, and responsibility. b. The debriefing shall include synthesis and discussions on camaraderie and other related topics in relation to the objectives of the activity. c. The Fellowship Night shall be for at least five (5) hours inclusive of lights and sounds, operator,	1 Lot	Php580,020.00

<p>acoustic band, and at least four (4) dance instructors.</p> <ol style="list-style-type: none"> 6. Provide three (3)- day photo and video coverage on 25-27 June 2024 in Baler, Aurora with same-day edit video, inclusive of all necessary equipment; 7. Provide packed delicacies/giveaways for 265 personnel; 8. Process and cover all logistical and administrative arrangements and expenses of the service provider's manpower, supply, and equipment such as transportation, lodging, and meals; 9. Facilitate the special individual and group awards identified by the IC, and awarding of various activities with score sheets; 10. Present the work plan and program of activities within there (3) days after the receipt of the Notice of Award, subject to the approval of the IC; 11. Provide Post-Activity Report and documentation such as videos and photos one (1) week after the conduct of the TBA; and, 12. Treat with utmost confidentiality all information gathered and recorded throughout the preparation and conduct of the activity. <p>Total Cost is inclusive of VAT and all other applicable taxes and charges.</p>		
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In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. 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]