



**GSIS** Government Service Insurance System  
Maaasahan ng Lingkod Bayan

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BUTUAN BRANCH OFFICE

REQUEST FOR QUOTATION

The GOVERNMENT SERVICE INSURANCE SYSTEM invites all interested registered suppliers and service providers to submit quotations for:

A 2-Day Annual Group Planning and Team Building Activities

Canvass/ Quotation Forms may be secured from the Office of the Manager, Butuan Branch Office starting July 24, 2017. The last day of submission of quotation shall be on July 31, 2017, not later than 5:00 in the afternoon.

Refer to the attached TOR (terms of reference) for details.

Contact Person/s: Liza Therese S, Balansag

Contact Information : 342-1650  
[ltsbalansig@gsis.gov.ph](mailto:ltsbalansig@gsis.gov.ph)

Place of Submission of Quotation: Office of the Manager  
GSIS Butuan Branch Office  
J.C. Aquino., Libertad, Butuan City



**GSIS** Government Service Insurance System  
**Butuan Branch Office**

Libertad, Butuan City  
Tel No. (085) 342-1650 and (085) 341-5029

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**TERMS OF REFERENCE  
ANNUAL GROUP PLANNING AND TEAM BUILDING ACTIVITIES  
BUTUAN BRANCH OFFICE**

**I. GENERAL REQUIREMENTS**

**A. VENUE**

The ideal venue is outside Butuan City. A place wherein the participants can commune with nature and with more than enough space to provide meaningful annual group planning and teambuilding activities, venues with existing team building facilities will be favorable.

**B. FACILITIES AND ACCOMMODATION**

- The venue should easily accommodate thirty three (33) participants for an overnight stay on August 26-27, 2017 (Saturday to Sunday).
- Rooms should be well maintained with linens/freshly washed and basic toiletry supplies available.
- The Function Room should have a complete set-up for the team building activity (i.e. PA sound system, projector, etc.) as well as venue personnel to assist during the activity.
- The Dining Area should accommodate the participants comfortably.
- The venue **MUST** have medical personnel/s on duty at all times more specifically during the team building activities.

**C. FOOD AND BEVERAGE**

Meals should include the following:

- Day 1 : Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
- Day 2 : Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
- Flowing Coffee and bottled water

#### **D. TRANSPORTATION**

- Participants will be provided with transportation from Butuan City to Cebu City ; Cebu City to Bohol and vice versa. Travel time will be on August 25-28, 2017 (inclusive of travel time).

#### **E. TEAMBUILDING FACILITATOR**

##### **➤ Objectives**

- To foster camaraderie and instill the value of working as a Team
- To boost the morale and motivate the members of the Group in performing regular tasks
- To be aware of the strengths and weaknesses of each co-employee

##### **➤ Deliverables/Responsibilities of the Facilitator**

- The teambuilding facilitator shall be responsible for the over-all program design and conduct of activities that is supportive of the objectives stated
- Must submit the post-evaluation analysis for the teambuilding activities conducted

#### **F. T-SHIRTS**

- Supply and delivery of T-shirts for the thirty three (33) participants
- Design, color, and T-shirt sizes will be provided by GSIS

## **II. PERIOD OF ENGAGEMENT**

### ***Overnight stay on August 26-27, 2017.***

- Estimated Time of Departure (ETD) from Butuan City on August 25, 2017, 5:00PM.
- Estimated Time of Departure (ETD) from venue on August 28, 2017 at 8:00AM.

## **III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

- The total ABC for this project is One Hundred Sixty Eight Thousand Four Hundred & 00/100 (P168,400.00) and shall be inclusive of all applicable taxes.

#### IV. PAYMENT SCHEDULE

- A list of the itemized bill/costing should be provided.
- Payments shall be settled in advance before the teambuilding activity.
- The Butuan Branch Office shall provide the service provider with a Certification of Funds Availability prior to processing of Service Agreement.

Prepared by:

  
**SHARON E. VELEZ**  
Administrative Services Officer II

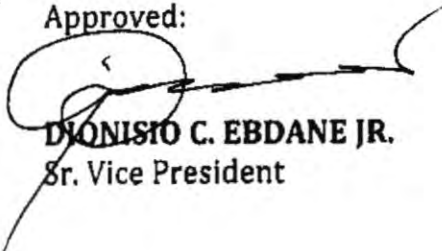
CERTIFIED CORRECT:

  
**MARCIANA M. BATA**  
Branch Manager, Butuan BO

Recommending Approval:

  
**ATTY. JASON C. TENG**  
VP- Mindanao Operations

Approved:

  
**DIONISIO C. EBDANE JR.**  
Sr. Vice President