

24 February 2025

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

RFQ No. TPB-RFQ 2025.02.047
PR No. 2025.02.059
Requirements: **COMPREHENSIVE TRAVEL INSURANCE FOR THE PHILIPPINE PAVILION STAFF TO BE DEPLOYED IN OSAKA, JAPAN FOR THE WORLD EXPO 2025 OSAKA**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>Comprehensive Travel Insurance for the Philippine Pavilion Staff to be Deployed in Osaka, Japan for the World Expo 2025 Osaka (13 April to 13 October 2025)</p> <p>SCOPE OF WORK/SERVICES/DELIVERABLES The Philippine Expo 2025 Secretariat invites bidders to submit their proposal for the required deliverables. The proposal shall include the following:</p> <ul style="list-style-type: none"> Comprehensive Travel Insurance Package proposal Rate per travel dates <p>A comprehensive travel insurance package proposal for the Philippine Expo 2025 Secretariat personnel to cover the following:</p> <ol style="list-style-type: none"> PERSONAL ACCIDENT (<i>limit of Php 1,000,000.00</i>) <ul style="list-style-type: none"> Accidental Death, Dismemberment &/or Disablement Burial Expense Benefit following accidental death EMERGENCY MEDICAL TREATMENT (EXCLUDING PRE-EXISTING CONDITIONS) (<i>limit of Php 2,500,000.00</i>) <ul style="list-style-type: none"> Coronavirus-19 Sickness and Accidents, <i>including follow up check-up</i> Hospital Cash Allowance-Coronavirus-19 Hospital Cash Allowance-Sickness and Accidents PERSONAL LIABILITY (<i>Limit of Php 1,000,000.00</i>) RECOVERY OF TRAVEL EXPENSES <ul style="list-style-type: none"> Emergency Trip Cancellation Emergency Trip Termination TRAVEL INCONVENIENCE BENEFIT <ul style="list-style-type: none"> Loss of Travel Documents Loss of Cash Damage to Laptop Loss of Laptop Loss of Baggage 	Php395,000.00	PhP395,000.00

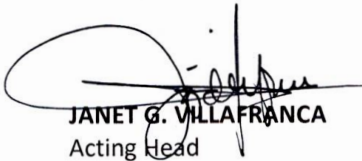
	<ul style="list-style-type: none">- Baggage Delay Benefit- Damage of check-in baggage- Strikes and Aircraft Hijacking- Flight Delay Benefit <p>PERIOD OF COVERAGE</p> <p>The period coverage for the travel insurance are as follows:</p> <table><tr><th>No. of Days</th><th>No. of Personnel</th></tr><tr><td>5-8</td><td>2</td></tr><tr><td>9-15</td><td>1</td></tr><tr><td>16-24</td><td>9</td></tr><tr><td>25-31</td><td>4</td></tr><tr><td>32-45</td><td>8</td></tr><tr><td>46-60</td><td>0</td></tr><tr><td>61-75</td><td>20</td></tr><tr><td>76-90</td><td>8</td></tr><tr><td>91-105</td><td>3</td></tr><tr><td>106-120</td><td>4</td></tr><tr><td>166-180</td><td>6</td></tr><tr><td>Total</td><td>65</td></tr></table> <p>QUALIFICATION OF THE INSURANCE COMPANY:</p> <ol style="list-style-type: none">1. Bidder must submit a valid and existing Certificate of Authority from the Insurance Commission.2. Bidder must be legally operating as an Insurance Company for at least ten (10) years in the Philippines with worldwide affiliations.3. Bidder must have a 24-hour worldwide travel assistance	No. of Days	No. of Personnel	5-8	2	9-15	1	16-24	9	25-31	4	32-45	8	46-60	0	61-75	20	76-90	8	91-105	3	106-120	4	166-180	6	Total	65		
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	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none">1. Accomplished Statement of Compliance to the Technical Specification Annex “A” <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none">1. PhilGEPS Registration Certificate2. Business/Mayor’s Permit3. BIR Certificate of Registration4. Notarized Revised Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none">1. Statement of Compliance2. Technical Specifications3. Revised Omnibus Sworn Statement <p>NOTE:</p> <ol style="list-style-type: none">1. All entries must be typewritten in your company letterhead.2. Price validity shall be for a period of thirty (30) calendar days.																												
Terms	Thirty (30) working days from the receipt of invoice/billing.																												
ABC	PhP395,000.00 inclusive of all applicable fees and taxes		PhP395,000.00																										

Please submit your **quotation** together with the **legal and technical documents** enumerated above to email address **bac_sec@tpb.gov.ph/kristine_aclan@tpb.gov.ph** not later than **28 February 2025 at 5:00 PM**.

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **Comprehensive Travel Insurance for World Expo 2025_ <Company Name>**.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



JANET G. VILLAFRANCA
Acting Head
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

COMPREHENSIVE TRAVEL INSURANCE FOR THE PHILIPPINE PAVILION STAFF TO BE DEPLOYED IN OSAKA, JAPAN FOR THE WORLD EXPO 2025 OSAKA

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE												
SCOPE OF WORK/SERVICES/DELIVERABLES														
1	Must submit the proposal for the required deliverables. The proposal shall include the following: <ul style="list-style-type: none">Comprehensive Travel Insurance Package proposalRate per travel dates													
2	A comprehensive travel insurance package proposal for the Philippine Expo 2025 Secretariat personnel to cover the following: a. PERSONAL ACCIDENT <i>(limit of Php 1,000,000.00)</i> <ul style="list-style-type: none">Accidental Death, Dismemberment &/or DisablementBurial Expense Benefit-following accidental death													
3	b. EMERGENCY MEDICAL TREATMENT (EXCLUDING PRE-EXISTING CONDITIONS) <i>(limit of Php 2,500,000.00)</i> <ul style="list-style-type: none">Coronavirus-19Sickness and Accidents, including follow up check-upHospital Cash Allowance-Coronavirus-19Hospital Cash Allowance-Sickness and Accidents													
4	c. PERSONAL LIABILITY <i>(Limit of Php 1,000,000.00)</i>													
5	d. RECOVERY OF TRAVEL EXPENSES <ul style="list-style-type: none">Emergency Trip CancellationEmergency Trip Termination													
6	e. TRAVEL INCONVENIENCE BENEFIT <ul style="list-style-type: none">Loss of Travel DocumentsLoss of CashDamage to LaptopLoss of LaptopLoss of BaggageBaggage Delay BenefitDamage of check-in baggageStrikes and Aircraft HijackingFlight Delay Benefit													
7	PERIOD COVERAGE The period coverage for the travel insurance are as follows: <table><tr><th>No. of Days</th><th>No. of Personnel</th></tr><tr><td>5-8</td><td>2</td></tr><tr><td>9-15</td><td>1</td></tr><tr><td>16-24</td><td>9</td></tr><tr><td>25-31</td><td>4</td></tr><tr><td>32-45</td><td>8</td></tr></table>	No. of Days	No. of Personnel	5-8	2	9-15	1	16-24	9	25-31	4	32-45	8	
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		Total	65		
8	Bidder must submit a valid and existing Certificate of Authority from the Insurance Commission.				
9	Bidder must be legally operating as an Insurance Company for at least ten (10) years in the Philippines with worldwide affiliations. Submit DTI/SEC/CDA, as applicable.				
10	Bidder must have a 24-hour worldwide travel assistance. Submit Company Profile.				

Name of Company/Bidder

Signature over Printed Name
of Representative

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]