

TECHNICAL SPECIFICATIONS

COMPREHENSIVE TRAVEL INSURANCE FOR PHILIPPINE PAVILION STAFF TO BE DEPLOYED IN OSAKA, JAPAN WORLD EXPO 2025 OSAKA, JAPAN (13 April to 13 October 2025)

I. BACKGROUND

A World Expo is an event that brings together people and innovations from around the world in an effort to address issues facing humankind on a global scale.

For 2025, the World Expo will be held in Yumeshima, Osaka, Japan, from 13 April to 13 October 2025 for which the Philippine government will participate.

The Japan Association for Expo 2025, the Organizer of the Project, expects the participation of more than 130 countries and 15 international organizations in the Expo.

The Office of the President has designated the Philippine Department of Tourism (PDOT) as the lead implementing agency for Expo 2025, and Chairperson of the Philippine Organizing Committee (POC), through Administrative Order (A.O.) No. 7. Under the AO, the PDOT is tasked to undertake and oversee the overall preparations and day-to-day operations relative to the Philippines' participation in Expo 2025.

Following the confirmation of the PDOT as the lead agency for the implementation of the Expo 2025, it has issued Department Order (DO) No. 023-0042, designating the Tourism Promotions Board (TPB) as the Agency in charge of spearheading the Secretariat of the Project.

Relative to this, the Philippine Expo 2025 Secretariat needs a comprehensive travel insurance for the protection of the Philippine Expo 2025 Secretariat personnel who will be deployed in Osaka from March to October 2025.

I. PURPOSE AND OBJECTIVES

To provide Comprehensive Travel Insurance for the Philippine Pavilion Personnel and Pavilion Guides for the entire duration of the World Expo 2025.

II. COVERAGE OF INSURANCE REQUIREMENTS

The Philippine Expo 2025 Secretariat invites bidders to submit their proposal for the required deliverables. The proposal shall include the following:

1. Comprehensive Travel Insurance Package proposal
2. Rate per travel dates

A comprehensive travel insurance package proposal for the Philippine Expo 2025 Secretariat personnel to cover the following:

1. PERSONAL ACCIDENT (*limit of Php 1,000,000.00*)

- Accidental Death, Dismemberment &/or Disablement
- Burial Expense Benefit-following accidental death

**2. EMERGENCY MEDICAL TREATMENT (EXCLUDING PRE-EXISTING CONDITIONS)
(*limit of Php 2,500,000.00*)**

- Coronavirus-19
- Sickness and Accidents, *including follow up check-up*
- Hospital Cash Allowance-Coronavirus-19
- Hospital Cash Allowance-Sickness and Accidents

3. PERSONAL LIABILITY (*Limit of Php 1,000,000.00*)

4. RECOVERY OF TRAVEL EXPENSES

- Emergency Trip Cancellation
- Emergency Trip Termination

5. TRAVEL INCONVENIENCE BENEFIT

- Loss of Travel Documents
- Loss of Cash
- Damage to Laptop
- Loss of Laptop
- Loss of Baggage
- Baggage Delay Benefit
- Damage of check-in baggage
- Strikes and Aircraft Hijacking
- Flight Delay Benefit

III. PERIOD COVERAGE

The period coverage for the travel insurance are as follows:

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

IV. QUALIFICATION OF THE INSURANCE COMPANY

1. With valid and existing Certificate of Authority from the Insurance Commission.
2. Must be legally operating as an Insurance Company for at least ten (10) years in the Philippines with worldwide affiliations.
3. With 24-hour worldwide travel assistance

V. APPROVED BUDGET

The budget for the Comprehensive Travel Insurance requirements will be charged from the World Expo 2025 Budget for COB 2025 with an Approved Budget for the Contract of **THREE HUNDRED NINETY-FIVE THOUSAND PESOS & 00/100 ONLY (Php 395,000.00)** inclusive of all applicable fees.

VI. TERMS OF PAYMENT

Payment shall be made within 30 working days upon receipt of the billing and the issuance of insurance policy.

Send bill arrangements to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements.

ROSELLE D. ROMERO

Acting Head

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The provider is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the winning bidder.

VII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

VIII. CONTACT INFORMATION

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