

5 March 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.03.070
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 (2nd POSTING)**

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"> 1. 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 2. 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, including follow up check-up - Hospital Cash Allowance-Coronavirus-19 - Hospital Cash Allowance-Sickness and Accidents 3. PERSONAL LIABILITY <i>(Limit of Php 1,000,000.00)</i> 4. RECOVERY OF TRAVEL EXPENSES <ul style="list-style-type: none"> - Emergency Trip Cancellation - Emergency Trip Termination 5. 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

- Baggage Delay Benefit
- Damage of check-in baggage
- Strikes and Aircraft Hijacking
- Flight Delay Benefit

PERIOD OF 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

QUALIFICATION OF THE INSURANCE COMPANY:

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

ADDITIONAL TECHNICAL REQUIREMENTS:

1. Accomplished Statement of Compliance to the Technical Specification Annex "A"

LEGAL REQUIREMENTS:

1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. BIR Certificate of Registration
4. Notarized Revised Omnibus Sworn Statement

ATTACHMENTS:

1. Technical Specifications
2. Revised Omnibus Sworn Statement
3. Technical Specifications/ Terms of Reference

NOTE:

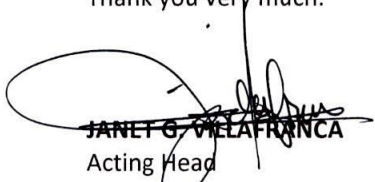
1. All entries must be typewritten in your company letterhead.
2. Price validity shall be for a period of thirty (30) calendar days.

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** duly signed by your authorized representative to email address **kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph** not later than **12 March 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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. VELAFRANCA~~

Acting Head
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan