

**BIDS AND AWARDS COMMITTEE**  
**Philippine Embassy, Berne, Switzerland**  
**73-75 Kirchenfeldstrasse, 3005 Berne**  
**Telephone No. 031-350 1704**  
**Email: admin@philembassyberne.ch**

**Request for Quotation**

**Project** : **Procurement of One-Year Insurance Package**  
**Coverage from 01 January to 31 December 2023**  
**Reference No.** : **RFQ - 12 - 2022**  
**ABC** : **CHF\_\_\_\_\_**  
**Date** : **13 October 2022**

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The Embassy of the Philippines in Berne, Switzerland, invites interested parties to submit Offers/Quotations for the project "One-Year Insurance Package Coverage from 01 January to 31 December 2023" against damages caused by natural calamities, fire and water, theft or burglary and accidents, for the Embassy's building, contents, third party liability and four (4) official motor vehicles.

Contractors should comply with the attached Terms of Reference (TOR) of the project.

Interested contractors may obtain further information from the Administrative Officer and BAC Secretariat, Ms. Agnes H. Tuazon at tel. no.: 031 350 1715.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 21 October 2022. Offers/Quotations will be considered on the same day. The companies shall thereafter be informed of the decision of the Committee.

## ANNEX A

### Technical Specifications Procurement for Insurance Package Coverage for 2023

<b>I.</b>	<b>Background:</b>  The Philippine Embassy intends to procure insurance coverage against damages caused by natural calamities, fire and water, theft and accident, for its Chancery building, contents of the building, third party liability and a comprehensive insurance coverage for its four official motor vehicles in one comprehensive package.	
<b>II.</b>	<b>Objective:</b>  To procure an insurance coverage package from a reputable Swiss company that is based in Berne, Switzerland for the period 01 January to 31 December 2023.	
<b>III.</b>	<b>Scope of Work:</b>  The Contractor shall provide insurance coverage for the following:	Statement of Compliance
	<ol style="list-style-type: none"><li>1. Embassy Building that would include its interior and exterior structural components, including its adjacent enclosed garage, flag poles, parameter fence, electronic main and service gates, small entrance gate, window glasses</li><li>2. Building contents including but not limited to lightings and fixtures, office furniture, electrical appliances, communication equipment , computers, printers, copiers, cutleries, china wares, air conditioners, books etc;</li><li>3. Third Party Liability protection against loss of belongings, loss of life, physical injuries caused by any form of accident, damages suffered by any person who is on official duty or conducting business while in the vicinity of the Embassy Chancery and its surroundings.</li><li>4. Comprehensive insurance coverage for the Embassy's four (4) motor vehicles with the following technical specifications:<ul style="list-style-type: none"><li>• 2016 Range Rover</li><li>• 2015 Volkswagen Caravelle Van</li></ul></li></ol>	

	<ul style="list-style-type: none"> <li>• 2009 Mercedes Benz E 230 Classic</li> <li>• 2009 BMW 530 XD</li> </ul>	
<b>IV.</b>	<p><b>Contractor's Obligations:</b></p> <p><b>The Contractor shall:</b></p>	
	<ol style="list-style-type: none"> <li>1. Provide and deliver comprehensive insurance coverage pursuant to the Technical Specifications and as provided for in the Insurance Contracts to be executed between the Embassy and the Contractor; and</li> <li>2. Provide a point person who would be responsible for the Insurance contracts with the Embassy and will be readily accessible when the need arises.</li> </ol>	
<b>V.</b>	<p><b>Contract Duration and Offer</b></p>	
	<ol style="list-style-type: none"> <li>1. The Contract shall commence from midnight 01 January 2023 to midnight of 31 December 2023;</li> <li>2. The Offer shall be itemized pursuant to items III.1, III.2, III.4 of this Technical Specifications with corresponding premiums/costs;</li> <li>3. The Offer shall include specific items that are excluded from the insurance package coverage; and</li> <li>4. The Offer shall be exclusive of MWST/VAT.</li> </ol>	
<b>VI.</b>	<p><b>Terms of Payment:</b></p> <ol style="list-style-type: none"> <li>1. The Invoice shall be issued to the Embassy of the Philippines, Berne, and shall be exclusive of value added tax. The Embassy shall provide a duly accomplished VAT exemption form; and</li> <li>2. Full payment shall be made within seven (7) days from receipt of the original invoice.</li> </ol>	