



ANNEX A
Technical Specifications
Procurement for Insurance Coverage for 2025

I.	<p>Background</p> <p>The Philippine Embassy intends to procure an insurance package 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 for its three (3) official motor vehicles.</p>	
II.	<p>Objective</p> <p>To procure an insurance package coverage from a reputable Swiss Company that is based in Berne, Switzerland for the period 01 January to 31 December 2025</p>	
III.	<p>Scope of Work</p> <p>The Contractor shall provide insurance coverage for the following:</p>	Statement of Compliance
	<ol style="list-style-type: none"> 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, glass windows; 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; 3. Third Party Liability protection against loss of belongings, loss of life, physical injuries cause 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; 4. Comprehensive insurance coverage for the Embassy's three (3) motor vehicles with the following technical specifications: <ul style="list-style-type: none"> - 2024 Mercedes Benz V250 Van - 2016 Range Rover - 2015 Volkswagen Caravelle Van 	
IV.	<p>Contractor's Obligations:</p> <p>The Contractor shall:</p>	
	<ol style="list-style-type: none"> 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 Contractor; and 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. 	



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V.	Contract Duration and Offer:	
	<ol style="list-style-type: none">1. The Contract shall commence from midnight 01 January 2024 to midnight of 31 December 2024;2. The Offer shall be itemized pursuant to items III.1, III.2, III.4 of this Technical Specifications with corresponding premiums/cost;3. The Offer shall include specific items that are excluded from the insurance package coverage; and4. The Offer shall be exclusive of MWST/VAT.	
VI.	Terms of Payment:	
	<ol style="list-style-type: none">1. The invoice shall be addressed to the Philippine Embassy in Berne, Switzerland, and shall be exclusive of value added tax. The Embassy shall provide a duly accomplished VAT exemption form; and2. Full payment shall be made within seven (7) days from receipt of the original invoice (send-bill arrangement) by mail.	