



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**

**BOTSCHAFT DE REPUBLIK DE PHILIPPINEN**

**BERNE**

**BIDS AND AWARDS COMMITTEE**  
**Philippine Embassy, Berne, Switzerland**  
**73-75 Kirchenfeldstrasse, 3005 Berne**  
**Telephone No. 031-3501704**  
**Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)**

### **Request for Quotation**

**Project : Procurement of One-Year Insurance Package  
Coverage from 01 January to 31 December 2024**  
**Reference No. : RFQ - 17 - 2023**  
**ABC : CHF \_\_\_\_\_**  
**Date : 14 November 2023**

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The Embassy of the Philippines in Berne, Switzerland, invites Offers/Quotations for the project “One-Year Insurance Package Coverage from 01 January to 31 December 2024” against damages caused by natural calamities, fire and water, theft or burglary and accidents, for the Embassy’s building, contents, third party liability and two (2) official motor vehicles.

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

Interested companies may obtain further information from the Administrative Officer and BAC Secretariat Head, Ms. Agnes H. Tuazon at tel. no. 031-3501704.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 23 November 2023. Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.



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**ANNEX A**

**Technical Specifications  
Procurement for Insurance Package Coverage for 2024**

1.	<p><b>Background:</b></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 four official motor vehicles.</p>	
II.	<p><b>Objective:</b></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 2024</p>	
III.	<p><b>Scope of Work:</b></p> <p>The Contractor shall provide insurance coverage for the following</p>	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 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;</li> <li>4. Comprehensive insurance coverage for the Embassy's two (2) motor vehicles with the following technical specifications:</li> </ol>	



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	<ul style="list-style-type: none"> <li>• 2016 Range Rover</li> <li>• 2015 Volkswagen Caravelle Van</li> </ul>	
IV.	<p>Contractor’s Obligations:</p> <p>The Contractor shall:</p>	
V.	<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 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>Contract Duration and Offer</b>	
	<ol style="list-style-type: none"> <li>1. The Contract shall commence from midnight 01 January 2024 to midnight of 31 December 2024;</li> <li>2. The Offer shall be itemized pursuant to items III.1, III.2, III.4 of this Technical Specifications with corresponding premiums/cost;</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>	
VI.	<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>	