



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFQ-027-2022

14 December 2022

Sir/Ma'am:

Greetings!

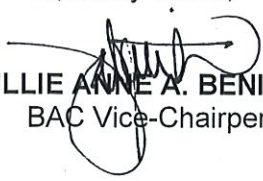
The Philippine Embassy in Singapore intends to procure a **fire insurance on the properties located Official Residence for CY 2023**. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address admin.sgpe@philembassysg.org and property.sgpe@gmail.com or by courier at Level 16, 111 Somerset Rd, Singapore 238164 on or before the end of business hours 04:30 pm Singapore Standard Time, 21 December 2022.

For queries regarding the project, kindly email the property section at admin.sgpe@philembassysg.org or call Ms. Gloria Jean Castaño-Zafra at +658858-5444.

Thank you very much for considering the Embassy's project.

Sincerely Yours,


JHULLIE ANNE A. BENIAHAN
BAC Vice-Chairperson



TERMS OF REFERENCE

PROJECT: PROCUREMENT OF FIRE INSURANCE ON THE PROPERTIES LOCATED AT THE OFFICIAL RESIDENCE FOR CY 2023

I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs to procure a fire insurance policy on the properties located at the Official Residence.

II. OBJECTIVE

- 1) To appoint an insurance company that can provide the Fire insurance coverage in the properties of the Official Residence located, 17 Victoria Park Road 266496
- 2) To ensure an adequate fire insurance coverage to all contents in the above-mentioned property.

III. GENERAL REQUIREMENTS

1) QUALIFICATIONS OF THE INSURANCE COMPANY

- The Insurance Company shall be a corporation or company duly organized and existing under Singapore laws and must be duly licensed by appropriate government authorities to render insurance and related services.
- The Insurance company should be financially stable.

2) DUTIES OF THE INSURANCE COMPANY

- To provide the fire insurance coverage for all contents at 17 Victoria Park Road Singapore 266496.
- The Insurance company should be financially stable.

3) INSURANCE COVERAGE

Item	Description of Subject Matter Insured	Situation Risk	Sum Insured Properties (current)	Business/Occupation
2	On Building and all amenities	17 Victoria Park Road Singapore 266496	\$2,500,00.00	Dwelling

IV. PRICING

The offered quotation should be in Singapore Dollars, inclusive of GST and other lawful charges.

V. INVOICING and PAYMENT

- 5.1 The winning Contractor shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy.
- 5.2 The following information must be indicated on the invoice(s):
- Purchase Order Number;
 - Description, quantity and total;
 - GST amount; and
 - Name of Payee / Company Name
 - Bank Information; Bank Name(s), Branch name(s), Account number(s)
- 5.3 Payment Terms
- The Contractor shall bill the Procuring Entity one time payment on January 2023
 - The Contractor shall be paid by the Embassy on a one time payment upon presenting proper due invoice, billing request and monthly report.
 - The Embassy shall pay the Contractor via cheque within seven (7) working days upon receipt of the bill. The

provider shall issue the tax invoice immediately after payment.

VI. EVALUATION FACTORS

- The Contract shall be awarded to the lowest priced, acceptable and responsive bidder.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine Contractor's responsibility by analysing whether the apparent successful offeror complies with the requirements of Philippine Government including:
 - adequate financial resources or the ability to obtain them;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
 - necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities or the ability to obtain them; and
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

VII. WARRANTY

The winning Contractor shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

VIII. CONFIDENTIALITY CLAUSE

- All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Procuring Entity, whether provided to the Provider by the Procuring Entity or provided by a third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such data files, tables, that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of Provider, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Procuring Entity.
- All data provided by the Procuring Entity to the Provider or generated in connection with the performance of services toward the development and implementation of the Solution by the Provider and relating to the Procuring Entity or its personnel, whether in existence before the date of or its personnel, whether in existence before the date of the agreement

hereof or thereafter in the course of implementing the solution, shall be treated by the Provider as the exclusive property of the procuring Entity or its personnel.

- Upon the receipt of the notice of acceptance of proposal, the Provider is required to maintain confidentiality and security of the Procuring Entity's data and is prohibited from using or attempt in using the Procuring Entity's data in any other manner or for any other purpose, except as necessary to the execution of the solution or perform its other obligations stated in the technical specification.

IX. DIPLOMATIC CLAUSE

The Embassy shall terminate the services of the Contractor by sending a written notice at least fifteen (15) days in advance by recorded delivery letter, in the event of the severance of the diplomatic ties between the Republic of Singapore and the Philippine Government.

Conforme:

(SIGNATURE OVER PRINTED NAME)
NAME OF REPRESENTATIVE
Position
Date: _____

Approved by:

EMMANUEL R. FERNANDEZ
Charge d'Affaires, a.i.

Date: _____

PRICE QUOTATION FORM

Philippine Embassy
Level 16, 111 Somerset Rd, Singapore 238164

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

Item	Description of Subject Matter Insured	Situation Risk	Business/Occupation	Sum Insured Properties (current)	Quote
1	On Building and all amenities	17 Victoria Park Road Singapore 266496	Dwelling	\$2,500,00.00	

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in SGD: _____

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number