



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

23 December 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure a **risk insurance for the contents like furniture and fixtures and equipment on the properties located at the Philippine Embassy in Singapore and Official Residence for CY 2022**. 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 20 Nassim Road, Singapore 258395 on or before the end of business hours 05:00pm Singapore Standard Time, 29 December 2021.

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

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

Sincerely Yours,


MARIA CLORINDA BONABON-DANKERS
BAC Member/Property Officer



TERMS OF REFERENCE

PROJECT: PROCUREMENT OF ALL RISKS INSURANCE ON THE CONTENTS LIKE FURNITURE AND FIXTURES AND EQUIPMENT LOCATED AT PHILIPPINE EMBASSY IN SINGAPORE AND OFFICIAL RESIDENCE FOR CY 2022

I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs to procure an all- risks insurance policy on the properties located at Philippine Embassy in Singapore and Official Residence.

II. OBJECTIVE

- 1) To appoint an insurance company that can provide the all-risks property insurance coverage in the properties located, at 20 Nassim Road, Singapore 258395 and at 17 Victoria Park Road 266496
- 2) To ensure an adequate all risks insurance coverage to all contents in the above-mentioned two (2) properties.

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 risk insurance coverage on all contents in the two (2) Embassy owned properties at 20 Nassim Road 258395 and 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
1	On all contents	20 Nassim Road 258395	\$200,000.00	Embassy/Office
2	On all contents	17 Victoria Park Road Singapore 266496	\$300,000.00	Dwelling

VI. 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 every end of the month for 12 months starting January 2022.

- The Contractor shall be paid by the Embassy on a monthly basis 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.

PRICE QUOTATION FORM

Philippine Embassy
20 Nassim Road
258395 Singapore

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 all contents	20 Nassim Road 258395	Embassy/ Office	\$200,000.00	
2	On all contents	17 Victoria Park Road Singapore 266496	Dwelling	\$300,000.00	

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