



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

23 December 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure a **Work Injury Compensation Insurance Coverage for its locally-hired employees of the Embassy 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](mailto:admin.sgpe@philembassysg.org) 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 administrative section at [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or call Ms. Gloria Jean V. 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 WORK INJURY COMPENSATION FOR THE LOCAL HIRE EMPLOYEES OF THE PHILIPPINE EMBASSY IN SINGAPORE FOR CY 2022**

### I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs to procure a **Work Injury Compensation Insurance Coverage for its locally-hired employees of the Embassy for CY 2022** for the seventeen (17) locally-hired employees of the Philippine Embassy in Singapore as required by the Ministry of Man Power.

### II. OBJECTIVE

2.1 To get a comprehensive work injury compensation insurance for the Embassy's seventeen (17) locally-hired employees which comply with the requirements of the Ministry of Manpower of Singapore.

2.2 To ensure that all locally-hired personnel are given adequate work injury compensation insurance coverage while employed at the Philippine Embassy.

### III. SCOPE OF INSURANCE COVERAGE

#### 1) Mandatory Work Injury Compensation Insurance

Category of Employee	No. of Employees	Job Category	Estimated Annual Earnings
a) All Manual employees regardless of salary	5	Operational & Technical	(Please email to request)
b) All Non- Manual employees with salary up to SGD 2,100(with effect from April 2020) or SGD2,600 (with effect from April 2021)	11	Professional	(Please email to request)

## 2) Non- Mandatory Work Injury Compensation Insurance

Category of Employee	No. of Employees	Job Category	Estimated Annual Earnings
a) Employees regardless of their earnings	1	Professional	(Please email to request)

## 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 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.
- 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:

**ADRIAN BERNIE C. CANDOLADA**  
Charge d' Affaires, a.i.

Date: \_\_\_\_\_

## 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:

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

**3) Mandatory Work Injury Compensation Insurance**

Category of Employee	No. of Employees	Job Category	Estimated Annual Earnings	Quote
a) All Manual employees regardless of salary	5	Operational & Technical	(Please email to request)	
b) All Non- Manual employees with salary up to SGD 2,100(with effect from April 2020) or SGD2,600 (with effect from April 2021)	11	Professional	(Please email to request)	

**4) Non- Mandatory Work Injury Compensation Insurance**

Category of Employee	No. of Employees	Job Category	Estimated Annual Earnings	Quote
c) Employees regardless of their earnings	1	Professional	(Please email to request)	

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number