



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : NOVEMBER 22, 2022

PROJECT NO. : QCU-22-SERVICES-1707B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PERSONAL ACCIDENT INSURANCE PLAN FOR THE STUDENTS OF THE QUEZON CITY UNIVERSITY
Approved Budget of the Contract : P 495,400.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **NOVEMBER 25, 2022; 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE issued by QC BAC- Goods and Services.**

(SGD.) ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p><i>Project Description:</i> The Personal Accident Insurance Plan shall provide the university's students a corresponding benefit that covers the following:</p> <ul style="list-style-type: none"> (a) Accidental Death/Dismemberment/Disablement (AD&D); (b) Permanent Total Disablement/Dismemberment (PTD)-due to accident; (c) Unprovoked Murder or Assault (UM&A)-subject to territorial limitations; (d) Accident Medical Reimbursement (AMR)-including UM&A and Maximum Coverage Benefit (MCB); (e) Accident Burial Benefit-including MCB; (f) Daily Hospital Income (DHI)-up to 30 days due to accident and sickness (including Covid 19); (g) Tutorial Fees-if the student was not able to go to school for a minimum of 15 days due to accident or natural illness (via reimbursement), aggregate limit of Php60,000.00; (h) Ambulance Fee Benefit (ABF), aggregate limit of Php60,000.00; (i) Medical Reimbursements-due to Dengue, aggregate limit of Php60,000.00; (j) Financial Assistance Benefit (FAB)-death to non-accidental cause; (k) Financial Assistance Benefit (FAB)-death to insect bites, animal bite and sexual assault, up to 10 qualified claimants only; and (l) Fire Assistance Benefit, maximum of Php10,000.00 per dwelling, aggregate limit of Php50,000.00. <p><i>Coverage:</i> To be eligible for membership under the Personal Accident Insurance Plan, the following are the requirements:</p> <ul style="list-style-type: none"> • Students must be currently enrolled for the AY 2022-2023; 	student	9,908		

<ul style="list-style-type: none"> Age limit is 15 to 65 years old; <p>Total Eligible Students as of November, 2022: 9,908</p> <p><i>Project Duration:</i> Group Policy must be issued to QCU within fifteen (15) calendar days upon issuance of Notice to Proceed</p> <p><i>Insurance Coverage:</i> One (1) year upon issuance of Group Policy</p> <p><i>Conditions:</i></p> <ol style="list-style-type: none"> 1. Qualified students shall be covered for the duration of one (1) year, unless earlier terminated for valid or just causes 2. For students to be continuously covered, the students must be officially enrolled for the following semester <p>***With attached Terms of Reference which will form an integral part of this Quotation***</p>				
TOTAL				

Amount in Words: _____

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : _____

Other Requirements:

1. Certificate of Authority issued by the Insurance Commission authorizing or allowing the Bidder to provide any insurance services
2. Notarized Affidavit of Undertaking stating compliance to the following:
 - a. The provider guarantees to deliver efficient and effective service consistent with the objectives of the contract;
 - b. The bidder must be an insurance company duly licensed to do business in the Philippines and must have a minimum paid up capital (PUC) of P 1,000,000,000 as required by Department of Finance, Department Order 15-2012 dated June 1, 2012. The bidder must show proof of PUC compliance;
 - c. The provider shall provide liaison officer, coordinator, and hotline services on a 24-hour/7-day basis to attend to av ailment concerns;
 - d. Prospective bidder must be in good standing in all affiliated hospitals nationwide. The provider must maintain its good standing status with the providers during the duration of the contract.
 - e. The provider shall issue a copy of certificate of insurance plan upon the effectivity of the plan;
 - f. The provider shall conduct a one-day orientation to discuss details to all beneficiaries upon effectivity of the plan;
 - g. The plan holder shall be fully satisfied to the services and benefits as prescribed by the policy;
 - h. The provider shall be required to submit to QCU (Quezon City University) actual utilization reports.

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address