



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES  
TO THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS, JAKARTA



13 May 2024

**RFQ-JPM-2024-07**

**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

The Permanent Mission of the Philippines to ASEAN through its Bids and Awards Committee (BAC) is pleased to invite you to submit an Open Quotation for the provision of a comprehensive motor vehicle insurance for its official vehicle, a 2011 Mercedes Benz E350 Sedan, for the period of 23 May 2024 to 23 May 2025, subject to the General Conditions stated herein, on or before **5:00 PM, Monday, 20 May 2024**, described as follows:

**Name of Project** : Procurement of a Comprehensive Motor Vehicle Insurance for Mission's official vehicle, a 2011 Mercedes Benz E350 Sedan

**Specifications** : Please see attached Terms of Reference

**General conditions:**

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices shall be quoted in Indonesian Rupiah (IDR) and payment will be made also in IDR;
3. The bidder must submit the following documentary requirements:
  - a. Business permit
  - b. Income tax returns
  - c. Company profile
4. The BAC reserves the right to request for or waive any documentary requirement taking into consideration the usual trade and business practices being observed in Indonesia in accordance with Government Policy Procurement Board (GPPB) Resolution No. 28-2017;
5. This Request must not be taken as a guarantee that the Mission shall enter automatically into a contract; and should a contract be entered into, this will in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submits the Lowest Calculated and Responsive Bid shall be awarded the contract subject to the best interests of the Philippine Government.

For further inquiries or clarifications, please refer to:

**Bids and Awards Committee (BAC) Secretariat**

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**[SGD]**  
**LORENZO CRIS D. VIDAL**  
BAC Chairperson

## TERMS OF REFERENCE

**PROJECT NAME** : Procurement of a Comprehensive Motor Vehicle Insurance for Mission's official vehicle, a 2011 Mercedes Benz E350 Sedan

**APPROVED BUDGET FOR THE CONTRACT** : IDR 10,000,000

### BACKGROUND

The Permanent Mission of the Philippines to ASEAN in Jakarta, Indonesia intends to procure a comprehensive motor vehicle insurance for its official vehicle a 2011 Mercedes Benz E350 Sedan, for the period of 23 May 2024 to 23 May 2025.

### OBJECTIVE

The objective of this undertaking is to ensure that the official vehicle of the Mission has comprehensive or all-risk coverage insurance.

### APPLICABLE RULES AND REGULATIONS

The selection of an insurance company for the project shall be done in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations.

The Permanent Mission of the Philippines to ASEAN in Jakarta, Indonesia, by entering into a contract with the successful bidder, does not waive its sovereign immunity, as the project is being undertaken as an official act. In this regard, any conflict arising from the implementation of the project shall be resolved through negotiations.

### SERVICES

The insurance coverage shall include the following:

1. Any damage/s or loss of the vehicle due to collision, theft or other traffic related accident;
2. Extended coverage for damage/s or loss incurred by the vehicle through riot, strike, civil commotion, terrorism or other man-made disasters;
3. Extended coverage for damage/s or loss incurred by the vehicle through all types of natural disasters;
4. Extended coverage for third party legal responsibility;
5. Extended coverage for the driver and a maximum of four (4) passengers should an accident arise; and
6. The comprehensive motor vehicle insurance shall begin on 23 May 2024 to 23 May 2025.
7. A good record in handling insurance claims.

### PAYMENT SCHEME

Payment will be made within thirty (30) days from the date of receipt of the official invoice.