



BIDS AND AWARDS COMMITTEE

NOTICE OF NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES**. The total Approved Budget for Contract (ABC) for this requirement is **SIX HUNDRED THIRTY THOUSAND EIGHT HUNDRED PESOS (P630,800.00), VAT inclusive**.

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from August 10, 2023 to on or before 3:00 p.m. of August 21, 2023.

Submission of proposals will be on or before 3:00 p.m. of August 22 2023, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.


MELPIN A. GONZAGA
Chairman

BIDS AND AWARDS COMMITTEE (BAC)

NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **SIX HUNDRED THIRTY THOUSAND EIGHT HUNDRED PESOS (P630,800.00), VAT Inclusive**.

Please submit your proposal on or before **3:00 p.m. of August 22, 2023** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.
2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

1. Certified photocopy of the CY 2022 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Company Profile with Organizational Chart and sketch of office location;
3. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last three (3) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman

Date

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2023, I wish to submit our offer for the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES:**

	Description/Benefits	Annual Premium per Employee	Number of Employees	Total Annual Premium
For 65 years old and below	LIFE		112	
	ADD & D		112	
	TPDI		112	
	BURIAL		112	
For 75 years old	LIFE		1	
	ADD & D		1	
	TPDI		1	
	BURIAL		1	
For 79 years old	LIFE		1	
	ADD & D		1	
	TPDI		1	
	BURIAL		1	

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

TERMS OF REFERENCE

Item No.	Article / Description	COMPLIANCE
1	<p>PROJECT: ONE (1) YEAR CONTRACT FOR GROUP LIFE TERM INSURANCE (GLTI) OF PICCI EMPLOYEES</p> <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Coverage for: <ul style="list-style-type: none"> · Life Insurance (LIFE) - ₱1-Million per employee · Accidental Death, Dismemberment & Disability or Personal Accident (ADD&D) - ₱1-Million per employee · Total & Permanent Disability Income (TPDI) - ₱1-Million per employee · Burial Assistance/Benefit (BURIAL) - ₱200,000.00 per employee • Additional benefits/coverage as may be offered by the contractor. <p>SCOPE OF SERVICES:</p> <ol style="list-style-type: none"> 1) One (1) year contract of GLTI for PICC employees and dependents 2) Program shall include two (2) permanent employees over 65 years old. Annual premiums for these 2 employees may differ from the uniform premium quoted for employees 65 years old and below. 3) With option to enroll employee's qualified dependents such as spouse &/or parents (18 to 65 years of age) on voluntary basis with the same benefit package, subject to the underwriting / approval of the insurance company 	
<p>Statement of Compliance</p> <p>Offerors must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p>		

D. Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such	Thirty percent (30%)

security.	
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E. PAYMENT

- Payment of premiums is based on actual number of employees to be enrolled.
- Additional qualified or new permanent employee/s within the contract period will be enrolled and premium shall be on a pro-rated amount.
- The currency of payment shall be in Philippine pesos. The annual contract price shall be paid by PICCI to the GLTI Contractor subject to the following conditions:
 1. Submission of the signed/duly notarized Contract executed between PICC Management and the Contractor together with the attachments to the Contract;
 2. Photocopy of Performance Security posted by Contractor and
 3. Contractor's Billing Statement.

F. Schedule of Requirements

Item No.	Description Delivered, Weeks/Months
1	One (1) Year Contract of Group Life Term Insurance (GLTI) to PICCI Employees for the period October 1, 2023 to September 30, 2024.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date