

Terms of Reference

Procurement for BCDA's Group Term Insurance Policy for the period 01 April 2018 to 31 March 2019

1. The Bases Conversion and Development Authority (BCDA) intends to select a Group Term Insurance Policy which shall cover all bonafide employees of BCDA, coverable upon hiring.
2. The proposals for Group Term Insurance policy should basically contain the same terms and benefits enjoyed under BCDA's policy for the preceding coverage period including, but not limited to, the following benefit components:
 - a. Life/Group Term
 - b. Total and Permanent Disability Income
 - c. Accidental Death, Dismemberment and Disability
 - d. Living Benefit Coverage
 - e. Take-over Business Clause

3. The number of employees for coverage under the Group Term Insurance (as of 23 February 2018), with corresponding sum insured, shall be as follows:

<i>Level</i>	<i>Sum Insured</i>	<i>No. of Employees</i>
1	2,000,000	5
2	1,000,000	16
3	500,000	129
Total		150

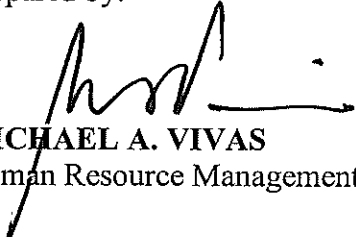
Attached is a list employees (with corresponding relevant information) to be covered under the policy (Annex A).

4. The coverage shall be for the period **01 April 2018 to 31 March 2019**, unless otherwise terminated pursuant to the grounds for termination of contracts in accordance with the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB Resolution No. 018-2004 dated December 2004).
5. The insurance company should have the following minimum qualifications:
 - a. With at least five (5) years of existence as a reliable insurance provider;
 - b. Experience in undertaking at least three (3) similar completed projects in the past five (5) years, each with an amount of at least 50% of the proposed project;
 - c. Must be duly registered with the Securities and Exchange Commission (SEC);
 - d. Must be duly registered with PhilGEPS; and
 - e. Must have a valid license to operate from the Insurance Commission.
6. All price quotations/premiums for all covered employees should not exceed **Two Hundred Forty Eight Thousand Eight Hundred Seventy Five Pesos**

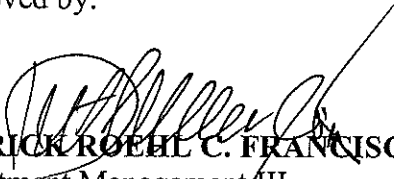
(P248,875.00) for 150 employees (as of 23 February 2018), inclusive of all applicable taxes and other charges, or a rate of Php 2.75 per Php 1,000 sum insured. The price/premium (per head) for the duration of the contract shall be fixed.

7. The number of covered employees may increase or decrease depending on the manpower complement of BCDA. BCDA reserves the right to include, at its sole discretion, other individuals in the coverage.
8. The proponent is required to submit to BCDA the following:
 - a. License to operate from the Insurance Commission;
 - b. PhilGEPS registration;
 - c. SEC or DTI registration;
 - d. Mayor's/Business Permit;
 - e. Income/Business Tax Return;
 - f. Omnibus Sworn Statement;
 - g. Company Profile;
 - h. List of clients (with contact person and contact number) and services rendered, supported by corresponding contracts or certificates of completion; and
 - i. Financial Proposal.
9. BCDA reserves the right to accept or reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, or to annul the selection process and reject all at any time prior to award, without thereby incurring any liability to the affected proponents.
10. BCDA reserves the right to reject the proposal of any proponent who:
 - a. does not offer the required services as provided for in this Terms of Reference;
 - b. is discovered to have suppressed, disclosed or falsified information; or
 - c. failed to satisfactorily perform/complete any contract previously taken.

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BASES CONVERSION AND DEVELOPMENT AUTHORITY

List of Employees for Group Term Insurance Coverage

As of 23 February 2018

	AGE (by 31 March 2018)	GENDER	CIVIL STATUS	LEVEL
1	43.62	Male	Married	1
2	56.01	Female	Single	1
3	44.90	Male	Married	1
4	60.41	Male	Married	1
5	60.91	Female	Married	1
6	48.43	Male	Married	2
7	55.94	Male	Married	2
8	34.08	Female	Single	2
9	55.62	Female	Single	2
10	46.68	Male	Married	2
11	52.68	Male	Married	2
12	40.35	Female	Married	2
13	47.66	Female	Married	2
14	53.83	Male	Married	2
15	44.41	Male	Married	2
16	40.68	Male	Married	2
17	47.66	Male	Married	2
18	60.50	Male	Married	2
19	41.13	Female	Married	2
20	51.14	Male	Widow	2
21	41.26	Female	Single	2
22	53.10	Male	Married	3
23	42.06	Male	Married	3
24	44.81	Male	Married	3
25	50.83	Male	Single	3
26	47.37	Male	Married	3
27	45.56	Male	Married	3
28	42.25	Female	Widow	3
29	42.08	Male	Married	3
30	48.83	Male	Married	3
31	47.49	Male	Married	3
32	41.44	Female	Single	3
33	32.68	Male	Single	3
34	25.79	Female	Single	3
35	36.58	Female	Married	3
36	39.98	Female	Married	3
37	47.74	Male	Single	3
38	44.62	Female	Married	3
39	47.97	Male	Married	3
40	53.21	Male	Married	3
41	44.03	Female	Married	3
42	40.68	Female	Married	3
43	43.51	Male	Married	3
44	26.58	Female	Single	3
45	53.06	Female	Married	3
46	33.41	Female	Married	3
47	38.15	Female	Married	3
48	36.70	Male	Married	3
49	44.41	Male	Single	3
50	30.27	Female	Single	3
51	43.89	Male	Married	3
52	41.60	Female	Married	3
53	40.82	Female	Married	3
54	50.58	Female	Married	3

	AGE (by 31 March 2018)	GENDER	CIVIL STATUS	LEVEL
55	45.35	Male	Single	3
56	44.97	Female	Married	3
57	39.16	Female	Married	3
58	38.57	Female	Single	3
59	48.88	Male	Single	3
60	33.03	Male	Single	3
61	54.04	Female	Single	3
62	52.87	Female	Married	3
63	23.10	Female	Single	3
64	42.33	Male	Single	3
65	47.63	Female	Married	3
66	52.02	Male	Annulled	3
67	32.06	Female	Married	3
68	25.63	Female	Single	3
69	49.42	Male	Married	3
70	47.02	Female	Single	3
71	41.69	Male	Single	3
72	50.05	Female	Married	3
73	36.87	Female	Married	3
74	51.94	Female	Married	3
75	42.07	Male	Married	3
76	53.22	Male	Married	3
77	43.69	Male	Married	3
78	34.28	Female	Single	3
79	46.87	Female	Married	3
80	29.53	Male	Single	3
81	46.91	Female	Single	3
82	41.99	Male	Married	3
83	48.57	Female	Married	3
84	42.48	Female	Married	3
85	34.91	Male	Married	3
86	26.95	Male	Single	3
87	37.26	Male	Married	3
88	29.12	Female	Single	3
89	50.29	Female	Single	3
90	41.02	Male	Married	3
91	55.71	Male	Married	3
92	39.56	Male	Married	3
93	56.61	Male	Married	3
94	59.85	Male	Married	3
95	54.54	Female	Married	3
96	58.24	Female	Annulled	3
97	56.11	Male	Widower	3
98	46.35	Male	Single	3
99	27.17	Male	Single	3
100	52.90	Male	Married	3
101	37.93	Male	Married	3
102	51.56	Female	Single	3
103	30.62	Male	Married	3
104	43.26	Male	Married	3
105	25.67	Female	Single	3
106	39.62	Female	Married	3
107	38.24	Male	Married	3
108	35.11	Female	Single	3
109	27.18	Female	Single	3
110	38.48	Female	Married	3
111	38.76	Male	Married	3
112	36.81	Male	Married	3

	AGE (by 31 March 2018)	GENDER	CIVIL STATUS	LEVEL
113	27.27	Female	Married	3
114	54.08	Female	Married	3
115	36.58	Male	Married	3
116	29.61	Female	Single	3
117	39.99	Male	Married	3
118	56.95	Female	Married	3
119	30.81	Female	Single	3
120	39.31	Male	Married	3
121	42.17	Male	Married	3
122	29.14	Female	Single	3
123	52.40	Male	Single	3
124	43.45	Male	Married	3
125	52.05	Female	Married	3
126	47.64	Female	Single	3
127	42.48	Female	Married	3
128	42.63	Male	Married	3
129	48.10	Male	Married	3
130	39.55	Female	Married	3
131	27.00	Female	Single	3
132	35.65	Female	Married	3
133	45.43	Male	Married	3
134	25.70	Female	Single	3
135	55.62	Male	Married	3
136	46.06	Female	Single	3
137	37.04	Female	Married	3
138	39.50	Male	Married	3
139	33.46	Male	Married	3
140	39.03	Male	Married	3
141	44.37	Female	Married	3
142	49.38	Female	Married	3
143	47.77	Male	Married	3
144	40.13	Female	Married	3
145	39.78	Female	Married	3
146	39.31	Male	Married	3
147	46.86	Male	Married	3
148	24.98	Male	Single	3
149	55.64	Female	Married	3
150	46.64	Female	Married	3

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