



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN**  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
Financial Center, Pasay City, Metro Manila 1308

## **REQUEST FOR QUOTATION**

### **Reinsurance of the Fire Insurance of the City Government of Makati (University of Makati)**

1. The Government Service Insurance System (GSIS) is conducting procurement through Negotiated Procurement-Small Value Procurement for the *Reinsurance of the Fire Insurance of the City Government of Makati (University of Makati)*, with an approved budget for the contract (ABC) amounting to **Php671,762.54** .
2. The reinsurance cover shall be for the period 01 January 2021 to 31 December 2021.
3. Refer to the attached Technical Specifications (**ANNEX A**) for further details.
4. The GSIS now invites quotations for said Project. Price Quotations received in excess of the ABC shall be automatically rejected at the Opening of Quotations.
5. A complete set of documents may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the GSIS website ([www.gsis.gov.ph/opportunities/gibac-notice](http://www.gsis.gov.ph/opportunities/gibac-notice)) starting on **27 October 2020**.
6. Relevant underwriting information may also be obtained from the GSIS Insurance Bids and Awards Committee (GIBAC) / GBAC Secretariat at the address given below from 8:00AM to 5:00PM, Monday to Friday excluding holidays.

|   |
|---|
| GBAC Secretariat, Level 2 Core G, GSIS Headquarters<br>Building, Financial Center, Pasay City |
|---|

7. Quotations must be submitted to the address below and must be duly received by the GBAC Secretariat or other authorized GSIS personnel on or before **03 November 2020, 10:00AM**.

|   |
|---|
| GBAC Secretariat, Level 2 Core G, GSIS Headquarters<br>Building, Financial Center, Pasay City |
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Quotations may also be submitted electronically on or before the said date and time. Kindly refer to **ANNEX B** for the instructions.

Signed Quotations (*using the form prescribed in this RFQ*) must be sealed and labeled.

8. Opening of Quotations shall be on **03 November 2020, starting at 10:30AM**, at the GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center,

Pasay City Quotations will be opened in the presence of the bidders' representatives who choose to attend the said activity. Late quotations shall not be accepted.

To ensure physical distancing, bidders may participate in the Opening of Quotations through the Zoom video conferencing facility (Zoom Meetings). Please register via this link: <https://bit.ly/GBACBidderReg> to receive the Zoom Meeting ID No. and Password from the GBAC Secretariat.

9. The bidder with the Lowest/Single Calculated Quotation must submit the following documents to the GBAC Secretariat within five (5) calendar days after the Opening of Quotations:

- a. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
- b. Proof of Philgeps Registration showing the Registration Number
- c. Latest Income Tax Return (for monthly or quarterly tax remittance) within the last six months prior to the date of bid submission; or Annual Income Tax for CY 2018 or CY 2019. (*Only tax returns filed and paid through the BIR eFPS shall be accepted.*)
- d. Business Tax (Percentage Tax or VAT) Returns within the last six months prior to the date of bid submission. (*Only tax returns filed and paid through the BIR eFPS shall be accepted.*)
- e. Omnibus Sworn Statement in accordance with Section 25.3 of the RIRR of RA 9184 (*Refer to the form prescribed in this RFQ*)

*Reminder:* The bidder must also submit a Notarized Secretary's Certificate, if required/applicable. In case of sole proprietorship, the bidder must submit a special power of attorney (SPA) if the proprietor/owner has assigned/appointed a person to, on his/her behalf, represent the company in the procurement of GSIS and sign all documents pertaining to the project/contract to be bid.

- f. Sworn Statement that it complies with Schedule of Requirements and Technical Specifications of the Request for Quotation (*Refer to the form prescribed in this RFQ*)
- g. All other documents required in Item II (Other Requirements) of the Technical Specifications.

Prescribed Forms are provided in **ANNEX C**.

If the bidder with the Lowest Calculated Quotation is disqualified, the bidder with the next Lowest Calculated Quotation will be required to submit the abovementioned documents within five (5) calendar days from its receipt of Notice from the GIBAC.

10. In accordance with GPPB Circular 06-2005, the GSIS adopts the use of “draw lots” as a tie-breaking method in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid (LCRB).
11. The GSIS warns the public/bidders of unscrupulous individuals and groups posing as officers/employees of the GSIS soliciting money, gifts, favors or benefits for alleged aid for whatever purpose. DO NOT GIVE anything to these unscrupulous individuals and groups. The GSIS thus enjoins the cooperation of the public/bidders to report these individuals/groups to the GSIS Insurance Bids and Awards Committee and GBAC Secretariat.
12. The GSIS reserves the right to reject any and all bids/quotations, declare a failure of bidding / negotiated procurement, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

GBAC Secretariat  
GSIS Insurance Bids and Awards Committee  
Level 2 Core G, GSIS Headquarters, Financial Center, Pasay City  
Tel Nos. : (02)7976-4961/ 7976-4945 / Fax No. : (02)8859-0373  
GBAC\_Secretariat@gsis.gov.ph / www.gsis.gov.ph

*(Original Signed)*  
**SVP EDUARDO V. FERNANDEZ**  
*Chairperson*  
GSIS Insurance Bids and Awards  
Committee

# ANNEX B

## Electronic Submission, Receipt and Opening of Quotations

### Instructions:

1. A bid/quotation includes only the Signed Quotation Form. Refer to the form prescribed in this RFQ.
2. The bidder must create an archive format compression file (e.g., RAR, ZIP) to be labelled as "Quotation". This archive format compression file must be protected with strong password (e.g., alphanumeric and special characters) to ensure the security, integrity and confidentiality. Unique password must be applied for each archive format compression file.

The Signed Quotation Form must be readable.

3. The archive format compression file must be sent to the GBAC Secretariat's email [gbac.secretariat@gsis.gov.ph](mailto:gbac.secretariat@gsis.gov.ph) on or before the cut-off date and time as stated in the Request for Quotation or Bid Bulletin.

Upon receipt of the archive format compression file, the GBAC Secretariat shall generate a bid receipt page for the official time of submission. The date and time appearing on the GBAC Secretariat's email shall be the date and time of the receipt of quotation/s. The GBAC Secretariat will acknowledge the receipt of bid/s by sending a reply email containing the generated bid receipt page.

Late quotation/s shall not accepted/considered.

Considering several factors that affect the sending and receipt of emails, bidders are encouraged to send their emails (bids/quotations) at least 24 hours before the cut-off period.

It is the bidder's responsibility to ensure that its email (bid/quotation) is duly received by the GBAC Secretariat.

4. If a bidder modifies its bid/quotation, it shall not be allowed to retrieve its original bid/quotation. The bidder shall only be allowed to send another bid/quotation to be labelled as "Bid/Quotation Modification". The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids/Quotations submitted after the deadline shall not be accepted/considered.
5. The GBAC Secretariat's email account is able to receive an email with maximum email size of 10MB. Considering this limitation, each bidder must ensure that its email containing the archive format compression file will not exceed 10MB.
6. Bid/Quotation that is not in compressed archive file and is not password-protected shall be rejected.

However, bid/quotation that is not properly compressed and password-protected shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid/quotation as emailed/submitted. The Bids and Awards Committee shall assume no responsibility for the misplacement of the content of the improperly compressed or password-protected file or for its premature opening.

7. The electronically submitted bid/quotation will be downloaded from the GBAC Secretariat's email only upon commencement of the Opening of Quotations. The date and time of receipt of bids/quotations as indicated in the generated bid receipt page will be shown to the participants.
8. "Quotation" will be decrypted to determine the bidder's compliance. The password for decrypting "Quotation" will be disclosed by the bidder only during the opening of its archive format compression file.
9. Non-discretionary "pass/fail" criterion as stated in the Section 30 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be used during the Bid Opening.

# **ANNEX C**

## **PRESCRIBED FORMS**

1. Quotation Form
2. Omnibus Sworn Statement
3. Sworn Statement (Bidder's Compliance with the Schedule of Requirements and Technical Specifications)
4. Form 1.a.1 Sworn Statement (Retention is within the gross retention of the Treaty)
5. Form 1.a.2 Sworn Statement (List of Securities/Panel of Reinsurers)
6. Form 1.b.1 Sworn Statement (Retention is not more than 20% of the Net Worth)
7. Form 1.b.2 Sworn Statement (List of Securities/Panel of Reinsurers)
8. Sworn Statement (Submission of Underwriters Acceptance Slips/Cover Notes)

## Quotation Form

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Date: \_\_\_\_\_  
Invitation to Bid No: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Request for Quotation including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Request for Quotation for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Request for Quotation.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

| Name and address<br>of agent | Amount and<br>Currency | Purpose of<br>Commission or gratuity |
|------------------------------|------------------------|--------------------------------------|
| _____                        | _____                  | _____                                |
| _____                        | _____                  | _____                                |
| _____                        | _____                  | _____                                |

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Request for Quotation.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]*

[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

**Offered Premium Rate and Premium for the period stated in the Technical Specifications**

| <b>BREAKDOWN OF THE TOTAL SUM INSURED</b> |     |
|---|-----|
| Total Sum Insured (TSI)                   | Php |
| GSIS Retention                            | Php |
| Reinsurer's Share on TSI                  | Php |

| <b>TOTAL BID PRICE</b>  |               |
|---|---------------|
| Total Bid Price (Reinsurer's Share)                           | Php           |
| Premium Rate (Reinsurer's Share)<br>(up to 10 decimal places) | 0.0000000000% |

*Note: The Total Bid Price shall be based on the Premium Rate.*

| <b>BREAKDOWN OF THE TOTAL BID PRICE</b>                               |     |
|---|-----|
| Reinsurance Premium (Total Bid Price)                                 | Php |
| <i>Less:</i>  |     |
| <i>Reinsurance Commission (20% of the Total Bid Price)</i>            | Php |
| <i>Reinsurance Commission VAT (12% of the Reinsurance Commission)</i> | Php |
| <i>Creditable Withholding Tax (2% of the Total Bid Price)</i>         | Php |
| <b>Total Deductions</b>   | Php |
| Net Amount due Reinsurer  | Php |

Grand Total in figures and in words: \_\_\_\_\_  
 \_\_\_\_\_ (Php) \_\_\_\_\_

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.



Bidder's Name:

Address:

Telephone/Fax Numbers:

Email Address:

Authorized Representative:

Signature:

## Omnibus Sworn Statement (Negotiated Procurement)

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/quotation, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/quotation, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the requirements for bidding/Negotiated Procurement is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents / Request for Quotation / Technical Specifications;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_

Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## SWORN STATEMENT

### (Bidder's Compliance with the Schedule of Requirements and Technical Specifications)

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

This is to certify that \_\_\_\_\_ [Name of Bidder], located at \_\_\_\_\_ conforms to the Schedule of Requirements and Technical Specifications as enumerated and specified in the Request for Quotation and all Bid Bulletins issued, if any, for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency] and the acceptance of this reinsurance placement shall remain in conformity thereto for the duration of the reinsurance contract.

Further, the reinsurance placement and acceptance of each of the reinsurers/ retrocessionaires for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency] are likewise in accordance with the Schedule of Requirements and Technical Specifications as enumerated and specified in the Request for Quotation and all Bid Bulletins for the said Project and shall remain in conformity thereto for the duration of the reinsurance contract.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ (date) \_\_\_\_\_, at \_\_\_\_\_ (place) \_\_\_\_\_ affiant having exhibited to me his \_\_\_\_\_ (*valid government-issued ID*)

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Form 1.a.1  
SWORN STATEMENT**

**(Retention is within the Gross Retention of the Treaty)**

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REPUBLIC OF THE PHILIPPINES    )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- (1) I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
- (2) That if awarded, [Name of Bidder] will retain [amount in words and figures] equivalent to [percentage of retention] of the total sum insured;
- (3) That the [Name of Treaty] covers the risk indicated in Technical Specifications of the Request for Quotations for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency]
- (4) That the amount retained of [amount in words and figures] is within the gross retention of the above-mentioned Treaty; and,
- (5) I execute this Affidavit in compliance with the bid requirements of the Government Service Insurance System and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ (date) \_\_\_\_\_, at \_\_\_\_\_ (place) affiant  
having exhibited to me his \_\_\_\_\_ (valid government-issued ID)

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Form 1.a.2  
SWORN STATEMENT**

**(List of Securities/Panel of Reinsurers)**

REPUBLIC OF THE PHILIPPINES    )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- (1) I am the [position of the Affiant];
- (2) I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder], in its bid for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency];
- (3) I hereby submit the final list of securities for the facultative reinsurance placement for the above project, for the portion in excess of [Name of Bidder]'s treaty facility, enumerated as follows:

| <i>Foreign</i>         |                       |                         |                     |                       |                       |
|------------------------|-----------------------|-------------------------|---------------------|-----------------------|-----------------------|
| <i>Name of Company</i> | <i>Resident Agent</i> | <i>Percentage Share</i> | <i>Share Amount</i> | <i>AM Best Rating</i> | <i>S&amp;P Rating</i> |
|                        |                       |                         |                     |                       |                       |
|                        |                       |                         |                     |                       |                       |
|                        |                       |                         |                     |                       |                       |

| <i>Local</i>           |                         |                     |                       |
|------------------------|-------------------------|---------------------|-----------------------|
| <i>Name of Company</i> | <i>Percentage Share</i> | <i>Share Amount</i> | <i>AM Best Rating</i> |
|                        |                         |                     |                       |
|                        |                         |                     |                       |
|                        |                         |                     |                       |

- (4) I execute this Affidavit to attest to the foregoing facts in compliance with the bid requirements of the Government Service Insurance System and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_ Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_ (date) \_\_\_\_\_, at \_\_\_\_ (place) \_\_\_\_\_ affiant having exhibited to me his \_\_\_\_\_ (valid government-issued ID)

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Form 1.b.1  
SWORN STATEMENT**

**(Retention is not more than 20% of the Net Worth)**

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REPUBLIC OF THE PHILIPPINES    )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- (1) I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
- (2) If awarded, [Name of Bidder] will retain [amount in words and figures] equivalent to [percentage of retention] of the total sum insured;
- (3) The above-mentioned retention for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency] is not more than twenty percent (**20%**) of the Networth of [Name of Bidder] amounting to [amount of Networth in words and figures];
- (4) I execute this Affidavit in compliance with the bid requirements of the Government Service Insurance System and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ (date) \_\_\_\_\_, at \_\_\_\_\_ (place) \_\_\_\_\_ affiant  
having exhibited to me his \_\_\_\_\_ (*valid government-issued ID*)

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**Form 1.b.2  
SWORN STATEMENT**

**(List of Securities/Panel of Reinsurers)**

REPUBLIC OF THE PHILIPPINES        )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- (1) I am the [position of the Affiant];
- (2) I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder], in its bid for the [Name of Project ex. Procurement for the Reinsurance of the Industrial All Risk cover of Government Agency];
- (3) I hereby submit the final list of securities for the facultative reinsurance placement for the above project, for the portion in excess of [Name of Bidder]'s net retention, enumerated as follows:

| <i><b>Foreign</b></i>         |                              |                                |                            |                              |                              |
|-------------------------------|------------------------------|--------------------------------|----------------------------|------------------------------|------------------------------|
| <i><b>Name of Company</b></i> | <i><b>Resident Agent</b></i> | <i><b>Percentage Share</b></i> | <i><b>Share Amount</b></i> | <i><b>AM Best Rating</b></i> | <i><b>S&amp;P Rating</b></i> |
|                               |                              |                                |                            |                              |                              |
|                               |                              |                                |                            |                              |                              |
|                               |                              |                                |                            |                              |                              |

| <i><b>Local</b></i>           |                                |                            |                              |
|-------------------------------|--------------------------------|----------------------------|------------------------------|
| <i><b>Name of Company</b></i> | <i><b>Percentage Share</b></i> | <i><b>Share Amount</b></i> | <i><b>AM Best Rating</b></i> |
|                               |                                |                            |                              |
|                               |                                |                            |                              |
|                               |                                |                            |                              |

- (4) I execute this Affidavit to attest to the foregoing facts in compliance with the bid requirements of the Government Service Insurance System and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_ Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_(date)\_\_\_\_\_, at \_\_\_\_\_(place)\_\_\_\_\_ affiant having exhibited to me his \_\_\_\_\_(valid government-issued ID)

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

# SWORN STATEMENT

(Submission of Underwriters Acceptance Slips/Cover Notes)

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- (1) I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
- (2) That [Name of Reinsurer] shall furnish GSIS certified true copies of the Underwriters Acceptance Slips/Cover Notes of all participating reinsurers included in the submitted written lines within five (5) days from receipt of the notice of award of the Reinsurance of the [Project Name].
- (3) I execute this Affidavit in compliance with the bid requirements of the Government Service Insurance System and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ (date), at \_\_\_\_\_ (place) affiant having exhibited to me his \_\_\_\_\_ (valid government-issued ID)

\_\_\_\_\_  
Notary

Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

## C E R T I F I C A T I O N

This is to certify that     **Name of RI Company**     has/is

- fully settled
- partially settled
- in the process of reconciling their claim payables with a promise to pay
- no claims dispute

with the GSIS as of this date of Certification.

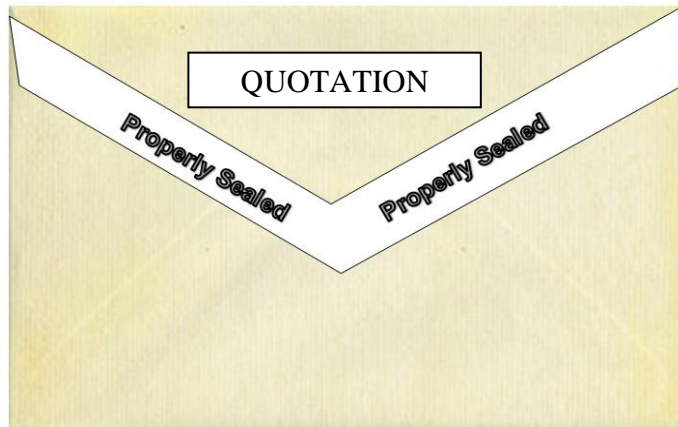
This certification is being issued upon the request of **Authorized RI Co. Representative** of the said company as a requirement for GSIS bidding purposes.

Pasay, Philippines, date.

\_\_\_\_\_  
Officer in Charge, Insurance Group

## SEALING AND MARKING OF QUOTATIONS

### SKELETAL PERSPECTIVE OF A BIDDER'S BID ENVELOPE



The Envelope must contain all the documents listed in the Request for Quotation.

The Envelope must be properly sealed and marked/labeled. The marking/label shall contain the following details:

- Name of the contract to be bid
- Name and address of the prospective bidder
- Be addressed to the following:

GBAC Secretariat  
GSIS Insurance Bids and Awards Committee  
Level 2 Core G, GSIS Headquarters Building, Financial Center  
Pasay City

- Bear a warning "DO NOT OPEN BEFORE..." the date and time of the Opening of Quotation/s.