



RFQ-XN-2026-03-0016

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of Compulsory and Commercial Transportation Insurance for Xiamen PCG's Service Vehicle: Mercedes Benz E250. The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Compulsory and Commercial Transportation Insurance for Xiamen PCG's Service Vehicle: Mercedes Benz E250

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Terms of Reference : Please see attached Annex A

Approved Budget : Not to exceed CNY 1,650.00

Deadline for Submission of Quotation : 5:00 p.m., 18 March 2026

Quotations must be delivered to the address mentioned above or e-mailed to xiamen.pcg@dfa.gov.ph or xiamenpcg.procurement@yahoo.com on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

BIDS AND AWARDS COMMITTEE SECRETARIAT
Philippine Consulate General, Xiamen
No. 4 Consulate Road, Siming District
Xiamen City, 361009 Fujian Province, PROC
Tel Nos.: (+86-592) 5130355 / 5130366
Fax No.: (0086) 592-5530803

Very truly yours,

CHARLESON C. HERMOSURA
BAC Chairperson

12 March 2026



TERMS OF REFERENCE

PROCUREMENT OF COMPULSORY AND COMMERCIAL TRANSPORTATION INSURANCE FOR XIAMEN PCG'S SERVICE VEHICLE: MERCEDES BENZ E250

I.	Background: The Philippine Consulate General in Xiamen, China requires comprehensive motor vehicle insurance coverage for its service vehicles that complies with the insurance regulations of the People's Republic of China, ensuring legal road worthiness and adequate financial protection against third-party liability and vehicle damage.
II.	Scope of Work: The selected insurance provider shall issue a one (1) year motor vehicle insurance policy covering the Consulate's service vehicle, consisting of the following mandatory and recommended components in accordance with applicable PRC insurance standards: A. Compulsory Insurance 1. Compulsory Traffic Accident Liability Insurance Legal Basis: Mandatory for all vehicles operating in China. <ul style="list-style-type: none">● Coverage Period: 12 months● Minimum Required Coverage: In accordance with prevailing PRC regulatory rates and coverage limits for non-operational passenger vehicles.● Premium Calculation: Based on current PRC regulatory rates for non-operational passenger vehicles. Premium shall reflect the Consulate's claims history and No Claims Discount (NCD) status, if applicable. B. Commercial Insurance (Recommended / Core Protection) 2. Commercial Third-Party Liability Insurance <ul style="list-style-type: none">● Purpose: Supplements the limited coverage of Compulsory Insurance for third-party losses.● Coverage Amount: As specified in the bidder's quotation, with a recommended minimum level adequate for urban environments.● Rationale: Provides enhanced protection against potential liabilities involving multiple vehicles, pedestrians, or property damage. 3. Vehicle Damage Insurance <ul style="list-style-type: none">● Purpose: Covers repair costs for the Consulate's own vehicle in case of collision, rollover, fire, explosion, theft, or natural disasters.● Coverage: As per prevailing market practice, this policy may include bundled coverage for theft, glass breakage, fire, wading, and deductible waiver, unless otherwise specified. 4. Medical Expense Insurance for Out-of-Pocket Drug Costs <ul style="list-style-type: none">● Purpose: Covers third-party medical expenses not reimbursable under standard medical insurance.● Coverage Amount: As specified in the bidder's quotation.

- **Rationale:** This add-on is considered valuable to cover the gap between standard medical coverage and actual treatment costs in serious injury cases.

C. Optional/Recommended Coverage

5. Passenger Accident Insurance

- **Purpose:** Provides compensation for death, disability, or medical expenses of passengers (including Consulate personnel and guests) in the insured vehicle.
- **Coverage Amount:** As specified in the bidder's quotation.
- **Alternative:** Provider may offer a bundled "Driver and Passenger Accident Package" as an alternative to per-seat coverage.

III.	<p>Deliverables:</p> <p>Upon successful procurement and payment, the service provider shall deliver:</p> <ul style="list-style-type: none"> ● Original Insurance Policy – One (1) original copy, signed and sealed. ● Certificate of Insurance – For presentation to traffic authorities and for vehicle registration renewal. ● Official VAT Invoice (Fapiao) – Issued to: "Xiamen PCG" or as specified in the Purchase Order. ● Proof of Compulsory Insurance Purchase – The official receipt/acknowledgment required for vehicle inspection and road tax payment.
IV.	<p>Validity Period:</p> <ul style="list-style-type: none"> ● Policy Term: Twelve (12) months from the policy effective date. ● Renewal Option: The contract may provide for an option to renew on the same terms and conditions, subject to the Consulate's satisfactory claims experience and confirmation of funds.
V.	<p>Terms of Payment:</p> <ul style="list-style-type: none"> ● The invoice shall be addressed to the Philippine Consulate General in Xiamen. ● Payments shall be made within thirty (30) working days upon receipt of required documents. ● Payments shall be made bank transfer. ● All payments shall be inclusive of all applicable taxes and other lawful charges.

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]



ANNEX B

PRICE QUOTATION FORM

12 March 2026

Philippine Consulate General, Xiamen
No. 4 Consulate Road, Siming District
Xiamen City, 361009
Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
Compulsory and Commercial Transportation Insurance for Xiamen PCG's Service Vehicle: Mercedes Benz E250	1 lot	

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company: _____

Name/Signature of Representative: _____

Contact No.: _____