

# **TERMS OF REFERENCE**

## **“PROCUREMENT OF GROUP ACCIDENT AND LIFE INSURANCE FOR CASURECO II REGULAR EMPLOYEES”**

PREPARED BY:

**TECHNICAL WORKING GROUP (TWG)**

REVIEWED BY:

**BIDS AND AWARDS COMMITTEE (BAC)**

-signed-

**ENGR. WENDYL P. BORROMEO**  
CHAIRMAN

-signed-

**ENGR. MARY FRANCE D. MORALES**  
VICE CHAIRMAN

-signed-

**GIL EDDIE L. SERRANO, JR.**  
MEMBER

-signed-

**DARWIN DAVE T. BARRAMEDA**  
MEMBER

-signed-

**ENGR. ARJEN V. NIDEA**  
MEMBER

-signed-

**GEMMALYN A. PANTALLA**  
MEMBER



**RV No. 224915**

**Date: October 1, 2025**

**TERMS OF REFERENCE**

<b>Name of the Contract</b>	:	Procurement of Group Accident and Life Insurance for CASURECO II regular employees
<b>Source of Fund</b>	:	2026-2027 Medical Allowance
<b>Approved Budget of the Contract (ABC)</b>	:	One Million Two Hundred Eighty Thousand Pesos (Php1,280,000.00) – Annual Cost

**1. OBJECTIVE**

To procure comprehensive insurance for CASURECO II regular employees in 2026, ensuring competitive coverage, affordable premiums, and effective benefits that support the health, safety, and financial security of the workforce.

**2. APPROVED BUDGET OF THE CONTRACT**

The Approved Budget of the Contract (ABC) covering one (1) year term is **One Million Two Hundred Eighty Thousand Pesos (Php1,280,000.00), inclusive of taxes**, and delivered to CASURECO II Main Office, Barangay Del Rosario, Naga City, Camarines Sur, subject to contract renewal for another year with the same premium insurance package.

**3. SCOPE OF REQUIREMENTS**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Coverage Period</b>
<b>Procurement of Accident and Life Insurance for CASURECO II regular employees.</b>	320	Regular Employee	One (1) Year; Jan – Dec 2026, and subject to contract renewal for another year

**4. TECHNICAL REQUIREMENTS**

This specification establishes the physical characteristics and performance requirements of the services procured.

<b>SPECIFICATION</b>	
<b>1. Amount of Insurance: Php1,000,000.00 per insured</b>	
<b>2. Coverage:</b>	
Basic Life Insurance	: Php1,000,000.00
Group total and permanent disability benefit:	: Php1,000,000.00
Comprehensive Group Accident Benefit	: <ul style="list-style-type: none"> <li>1. Accident death and disability benefit: Php1,000,000.00</li> <li>2. Medical and surgical expense benefit: Php50,000.00</li> <li>3. Group Terminal illness benefit: 50% of insurance coverage</li> <li>4. Group hospital income benefits: Php1000.00 /day</li> </ul>
Term	: One year, extendable for six months upon written notice by CASURECO II at least thirty days before the expiration.



## **5. ELIGIBILITY REQUIREMENTS**

Contractor is hereby required to furnish original or Certified True Copies of the following eligibility documents:

1. Valid Mayor's or Business Permit
2. DTI or SEC, or CDA Registration
3. Income/Business Tax Return
4. 2024 Audited Financial Statements, stating:
  - a. Balance Sheet
  - b. Statement of Operations
  - c. Statement of Equity
  - d. Statement of Cash Flows
  - e. Notes to Financial Statement
5. Valid BIR Tax Clearance
6. Duly Notarized Omnibus Sworn Statement

## **6. CONDITIONS**

- 6.1 The insurance provider must submit a list of completed and ongoing contracts for the past two (2) years.
- 6.2 The insurance provider must be a member of the Philippine Life Insurance Association (PLIA) and must submit a certification from PLIA or any proof of Membership.
- 6.3 In the event that there are newly regularized employees, the Insurance Company shall compute a separate Statement of Account (SOA) for the premiums of the said employees prorated until the duration of the original contract.
- 6.4 In the event that a regular employee retires or avails an optional retirement, the Insurance Company shall continue the effectivity until the covered period expires.
- 6.5 The Policy shall be subject to contract renewal for another year with the same rate and covered premium insurance package.

## **7. TERMS OF PAYMENT**

100% Full payment upon issuance of Notice to Proceed.

## **8. DELIVERY**

Full Delivery of the Insurance Policy shall be on January 1, 2026 (may be subject to applicable changes).

## **9. PERFORMANCE BOND**

- 9.1 The BIDDER shall file a performance security in the form of cash, cashier's check, manager's check, or letter of credit issued by a universal or commercial bank to CASURECO II of five percent (5%) of ABC, to ensure the faithful and satisfactory compliance of all the BIDDER's obligations under this Contract.
- 9.2 This security shall answer for any and all damages and losses that may be suffered by CASURECO II as a result of the failure of the BIDDER to perform any of its obligations under this Contract. This security shall be released by CASURECO II at the expiration or termination of this Contract, provided that there are no pending claims filed against the BIDDER and/or the surety company.



**TECHNICAL WORKING GROUP**

**KAREN S. RUIZ**  
Member

**ENGR. ARJAY B. DEMAPENDAN**  
Member

**ENGR. PAUL GUILLER H. SEMAÑA**  
Member

**CRISTINE A. SEMAÑA**  
End-User

**JOHN EMMANUELLE M. GUTIERREZ**  
Vice-chairman

**ENGR. RICHARD L. PRECONCILLO**  
Chairman



**Omnibus Sworn Statement**

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **(the above-captioned materials/services)** of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II);

*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 and/or to represent the *[Name of Bidder]* in the bidding for **(the above-captioned materials/services)**, of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II), as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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 bidding requirements 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:* I am 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 the Bidding Documents.
  - 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]*, if any.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of     (month)    , (year) at the City of \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this     (date)     at the City of \_\_\_\_\_, the affiant exhibited to me (any of the following: Passport, Driver's License, TIN & SSS ID with picture) No/s. \_\_\_\_\_ and valid until \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
UNTIL \_\_\_\_\_  
PTR. No. \_\_\_\_\_  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series (year)



**COMPANY NAME**

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**CONFIRMING STATEMENT ON DELIVERY SCHEDULE**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMEO**  
BAC Chairman

Project: **Procurement of Group Accident and Life Insurance for CASURECO II regular employees**

Dear ENGR. BORROMEO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at

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conforms with the following completion schedule:

<b>Project Description</b>	<b>Project Duration/ Completion</b>
<b>Procurement of Group Accident and Life Insurance for CASURECO II regular employees</b>	Full Delivery of the Insurance Policy shall be on January 1, 2026 (may be subject to applicable changes).

Very truly yours,

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[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**CONFIRMING STATEMENT ON TERMS OF PAYMENT**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Procurement of Group Accident and Life Insurance for CASURECO  
II regular employees**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at \_\_\_\_\_ conforms with the following Terms of Payment under Section 7 of the Terms of Reference (TOR):

100% Full payment upon issuance of Notice to Proceed.

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**CONFIRMING STATEMENT ON THE SCOPE OF REQUIREMENTS**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Procurement of Group Accident and Life Insurance for CASURECO II regular employees**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at \_\_\_\_\_ conforms with the following Terms on the Scope of Requirements under Section 3 of the Terms of Reference (TOR):

Description	Qty	Unit	Coverage Period
<b>Procurement of Accident and Life Insurance for CASURECO II regular employees.</b>	320	Regular Employee	One (1) Year; Jan – Dec 2026, and subject to contract renewal for another year

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**CONFIRMING STATEMENT ON THE TECHNICAL REQUIREMENTS**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Procurement of Group Accident and Life Insurance for CASURECO II regular employees**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at \_\_\_\_\_ conforms with the following Terms on Technical Requirements under Section 4 of the Terms of Reference (TOR):

<b>SPECIFICATION</b>	
<b>1. Amount of Insurance: Php1,000,000.00 per insured</b>	
<b>2. Coverage:</b>	
Basic Life Insurance	: Php1,000,000.00
Group total and permanent disability benefit:	: Php1,000,000.00
Comprehensive Group Accident Benefit	: <ol style="list-style-type: none"> <li>1. Accident death and disability benefit: Php1,000,000.00</li> <li>2. Medical and surgical expense benefit: Php50,000.00</li> <li>3. Group Terminal illness benefit: 50% of insurance coverage</li> <li>4. Group hospital income benefits: Php1000.00 /day</li> </ol>
Term	: One year, extendable for six months upon written notice by CASURECO II at least thirty days before the expiration.

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**CONFIRMING STATEMENT ON OTHER CONDITIONS**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Procurement of Group Accident and Life Insurance for CASURECO II regular employees**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at \_\_\_\_\_ conforms with the following Terms on Conditions under Section 6 of the Terms of Reference (TOR):

1. The insurance provider must submit a list of completed and ongoing contracts for the past two (2) years.
2. The insurance provider must be a member of the Philippine Life Insurance Association (PLIA) and must submit a certification from PLIA or any proof of Membership.
3. In the event that there are newly regularized employees, the Insurance Company shall compute a separate Statement of Account (SOA) for the premiums of the said employees prorated until the duration of the original contract.
4. In the event that a regular employee retires or avails an optional retirement, the Insurance Company shall continue the effectivity until the covered period expires.
5. The Policy shall be subject to contract renewal for another year with the same rate and covered premium insurance package.

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)  
Del Rosario, Naga City**

**BIDS AND AWARDS COMMITTEE**

**CHECKLIST FOR THE PROCUREMENT OF GROUP ACCIDENT AND LIFE INSURANCE FOR CASURECO II REGULAR EMPLOYEES**

<b>I. ELIGIBILITY REQUIREMENTS</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>LEGAL DOCUMENTS</b>			
1. Valid and current Mayor's permit/municipal license (principal place of business)			
2. DTI business name registration/SEC registration certificate/CDA registration certificate, whichever is appropriate under the laws of the Philippines			
3. Income/Business Tax Return			
4. Valid BIR Tax Clearance			
5. Duly Notarized Omnibus Sworn Statement			
<b>TECHNICAL DOCUMENTS</b>			
1. List of completed and ongoing contracts for the past two (2) years.			
2. Certification from the Philippine Life Insurance Association (PLIA) or any proof of Membership.			
<b>FINANCIAL DOCUMENTS</b>			
1. Complete set of audited financial statements, stamped "received" by the BIR, for the preceding calendar year, which should not be earlier than 2 years from the date of bid submission.			
Complete set of financial statement includes the following:			
1) Balance Sheet			
2) Statement of Operations			
3) Statement of Equity			
4) Statement of Cash Flow			
5) Notes to Financial Statement			
<b>II. BID PROPOSAL</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>TECHNICAL PROPOSAL</b>			
1. Confirming statement on Delivery Schedule			
2. Confirming Statement on Scope of Requirements			
3. Confirming Statement on Technical Requirements			



4. Confirming Statement on Other Conditions			
<b>FINANCIAL PROPOSAL</b>			
1. Confirming statement on the Terms of Payment			
2. Bid Price and Price Schedule			
<b>RESULT:</b>			
<b>Note: All requirements with attached Sample Forms must be submitted as prescribed; however, for any other technical and financial requirements that do not have a specific sample form attached, the Bidder may submit in any form as proof of its compliance, provided that it is duly signed/certified by the authorized representative.</b>			