

25 November 2020

## REQUEST FOR QUOTATION

The Philippine Department of Tourism – Sydney is inviting Australia-based insurance companies and insurance brokers to send quotes for its required business insurance cover for the period 6 December 2020 to 6 December 2021. Attached for your guidance is the detailed Terms of Reference.

Please submit your quotes on or before 1 December 2020 to:

[norjdelosreyes@morefuninthephilippines.com.au](mailto:norjdelosreyes@morefuninthephilippines.com.au)

cc: [ely@morefuninthephilippines.com.au](mailto:ely@morefuninthephilippines.com.au)

PDOT reserves the right to accept the quote that it finds the most beneficial to the office. Requests for clarifications may also be sent by email to the same addresses mentioned above.

Thank you.

Sincerely,

  
NORJAMIN G. DELOS REYES  
Tourism Attaché  
Philippine Department of Tourism - Sydney



## TERMS OF REFERENCE

### I. REQUIREMENT: BUSINESS INSURANCE COVER

### II. BACKGROUND

The Philippine Department of Tourism (PDOT) is a Philippine government agency promoting the Philippines as a tourist destination to the Australian and New Zealand market. PDOT is a tenant of Karovel House, a concrete building located at 92 Pitt St., Sydney NSW and occupies Suite 11.01 on the 11<sup>th</sup> floor of the building.

PDOT is neither a tour operator nor a travel agency and does not earn revenue in the conduct of its activities in relation to the promotion of the Philippines as a tourist destination. It does not sell travel packages and merely promotes and provides information on tourist destinations in the Philippines. It is operating in Australia under the legal and trading name Philippine Department of Tourism, with Australian Business Number (ABN) 68 017 144 671.

PDOT has 2 regular employees and currently employs 3 project-based casual employees.

### III. SPECIFICATIONS:

PDOT requires business insurance cover for the period 6 December 2020 to 6 December 2021 to help protect the office against specific risks.

The following are the required insurance cover:

Risk	Limit / Insurance Cover
Legal Liability, any one occurrence	\$20,000,000
Products liability, in aggregate	\$20,000,000
Property in the physical and legal control of the Philippine Department of Tourism	\$250,000
Office Equipment	\$20,000
Fire and defined events	up to \$1,000,000
Contents value of \$115,500	
Theft cover	
Money cover	
Glass Cover for breakage of external or internal glass	

### IV. DOCUMENTARY REQUIREMENT


Bidders are required to provide their Australian Business Number (ABN)

**V. BUDGET:** Maximum of AUD 3,000 inclusive of GST

### VI. PAYMENT PROCEDURE

Electronic Fund Transfer of annual premium to winning bidder's nominated bank account

Prepared by:

  
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