



Bids and Awards Committee (Goods & Services)

INVITATION TO SUBMIT PROPOSAL FOR THE STUDENTS' INSURANCE COVERAGE OF BENGUET STATE UNIVERSITY – LA TRINIDAD CAMPUS FROM APRIL 2, 2026 TO APRIL 2, 2027

A. The Benguet State University (BSU), through the Bids and Awards Committee (BAC), is inviting registered Insurance Providers with valid licenses to submit a proposal for the Students' Insurance Coverage of Benguet State University – La Trinidad Campus from April 2, 2026 to April 2, 2027.

Project Number	RFP NO. 2026 – 379
Name of Project	STUDENTS' INSURANCE COVERAGE OF BENGUET STATE UNIVERSITY – LA TRINIDAD CAMPUS FROM APRIL 2, 2026 TO APRIL 2, 2027
Project Location	Benguet State University, La Trinidad, Benguet
Approved Budget for the Contract (ABC)	PhP. 1,177,793.11
Contract Duration	One year
Source of Fund	Internally Generated Income- Student Insurance Fees

B. **Coverage:** All BSU Undergraduate and Graduate Students of La Trinidad Campus
 Minimum number of 15,383 students

C. **Insurance Providers should have the following:**

1. Office branch established within the vicinity of Baguio and Benguet Province.
2. A 24-hour accessible hotline or assistance.
3. Focal Person available for the implementation of the project/services.

D. **Eligibility Requirements**

- Valid PhilGEP's Registration Certificate/ Registration Number
- Valid and Current Business Permit
- Valid Tax Clearance
- Omnibus Sworn Statement

For guidance and reference please visit the [NGPA Implementing Rules and Regulations | GPPB-TSO](#), section 20.2.9 and 20.2.9.1 of the RA 12009 IRR.

E. **Other Requirements**

- Valid Licenses from the Insurance Commission
- Experience in undertaking a project of similar nature within the last ten (10) years prior to the opening of proposals.
- Compliance with the minimum net worth and minimum capital investment of the Insurance Commission, Circular Letter No. 2020-21 dated March 24, 2020, as well as all other applicable requirements prescribed by law and subsequent issuances.

F. Guidelines:

1. a. The coverage of the insurance must be on a 24 hour per day basis for one year and that whether the insured student is at home, inside or outside the school premises, worldwide.
- b. The insurance should also cover injuries sustained while participating in activities such as but not limited to students who are attending intramurals, socio-cultural activities, sports and practicum or off campus activity.

Note:

b.1. The insurance will still cover a BSU student who has paid the insurance fee even if his/her enrollment was withdrawn during the period INSURANCE COVERAGE.

b.2. A BSU student who has graduated during the period of the insurance coverage shall still be covered.

2. Processing time of claims should be stated in the proposal.
3. List of documents needed when claiming should be included in the proposal.
4. Payee should be the student.

G. Covered benefits shall not be limited to and lower than the following: (MINIMUM REQUIREMENTS)

DESCRIPTION		CAPITAL SUM (Php) Minimum	Bid Offer
1. Dismemberment (DI)		140,000.00	
Description of Dismemberment	% of the Capital Sum		
Loss of two limbs	100%		
Loss of one hand and one foot	100%		
Loss of sight of both eyes	100%		
Loss of both hands, or all fingers and both thumbs	100%		
Loss of both feet	100%		
Any injuring causing permanent total disablement	1% per month up to 100 months		
Loss of arm at or above the elbow	70%		
Loss of arm between elbow and wrist	70%		
Loss of leg at or above knee	60%		
Loss of hearing-both ear	50%		
Loss of hand	50%		
Loss of leg below knee	50%		
Loss of sight of one eye	50%		
Loss of one foot	50%		
Loss of speech	50%		
Loss of hearing- one ear	25%		
Total loss by Physical severance or total and permanent loss of use of:			
Thumb and Four fingers of one hand	50%		
Four fingers of one hand	40%		
Thumb (both Phalanges)	25%		
Thumb (one Phalanx)	10%		
2. Permanent disablement (PDT)		140,000.00	
Description of Disablement	% of the Capital Sum		
Ring finger (three Phalanges)	8%		
Ring finger (two Phalanges)	4%		
Ring finger (one Phalanx)	2%		
Index finger (three Phalanges)	15%		

Index finger (two Phalanges)	8%		
Index finger (one Phalanx)	4%		
Little finger (two Phalanges)	6%		
Little finger (one Phalanx)	3%		
All toes of one foot	2%		
Great toe (two Phalanges)	17%		
Great toe (one phalanx)	5%		
Middle finger (three Phalanges)	10%		
Middle finger (two Phalanges)	4%		
Middle finger (one Phalanx)	2%		
Any other toe	2%		
Any permanent partial disablement not specified above other than loss of sense of taste or smell	3%		
3. Daily hospitalization allowance due to accident with maximum days (DHA-A)		500.00/day	
4. Daily hospitalization allowance due to sickness with its maximum days (DHA-S)		500.00/day	
5. Accident Death (AD)		140,000.00	
6. Unprovoked murder and assault (UMAA)		100,000.00	
7. Burial expenses due to accident (BEDTA)		25,000.00	
8. Accidental medical reimbursement (AMR)		25,000.00	
9. Burial expenses due to natural causes (BEDNC)		25,000.00	
10. Coverage Overseas and local travel of student related activities		Depend on the offer of the bidder	

H. Advertisement to PhilGEPS

February 25, 2026 – March 02, 2026

I. Deadline for Submission of Bids:

- Proposals shall be submitted in a sealed envelope with certified photocopies of the eligibility requirements and a copy of the Claim Form, on or before **March 3, 2026, 8:30 AM** at the Procurement Management Office (PMO), 1st floor, Administration Building, Benguet State University, La Trinidad, Benguet.

J. Opening of Proposal: March 03, 2026, 9:15AM, RDC Hall, 2nd floor, Administration Building, Benguet State University, La Trinidad, Benguet

The documents that will be submitted shall be used for procurement purposes only.

For further information, please refer to:

BAC Secretariat and Office of the Student Services (OSS)
 Benguet State University- La Trinidad Campus
 Tel. Fax. No. 661-1839
 Email: procurement@bsu.edu.ph


JOSEL M. FLORENTIN
 Chairperson
 Bids and Awards Committee (Goods & Services)