



**Bids and Awards Committee (Goods & Services)**

**TERMS OF REFERENCE**

<b>Name of Project</b>	<b>INSURANCE COVERAGE FOR BSU STUDENTS (SECOND SEMESTER 2023- 2024 TO 1<sup>ST</sup> SEMESTER 2024-2025) LA TRINIDAD CAMPUS</b>
<b>Project Location</b>	Benguet State University- La Trinidad Campus, La Trinidad, Benguet
<b>Approved Budget for the Contract (ABC)</b>	PhP. 966,586.75
<b>Contract Duration</b>	One Year
<b>Source of Fund</b>	Internally Generated Income

- A. The Benguet State University (BSU), through the Bids and Awards Committee (BAC), is inviting registered Insurance Providers with valid licenses to submit their proposal on **INSURANCE COVERAGE FOR BSU COLLEGE STUDENTS (SECOND SEMESTER 2023- 2024 TO 1<sup>ST</sup> SEMESTER 2024-2025) LA TRINIDAD CAMPUS**
- B. Insurance Providers should have the following:
- 1. Office branch established within the vicinity of Baguio City or Benguet Province.
  - 2. A 24-hour accessible hotline or assistance.
  - 3. Personnel available for the prosecution of the project.
- C. Guidelines:
- 1. a. The coverage of the insurance must be on a 24 hour per day basis for one year whether the insured student is at home, inside or outside the school premises.
  - b. The insurance should also cover injuries sustained while participating in activities such as but not limited to 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- b.1.** The insurance will still cover a BSU student who has paid the insurance fee even if his/her enrollment was withdrawn during the period.
  - b.2.** A BSU student who has graduated during the period **January 2024 to July 2024** shall still be covered by the insurance.
  - b.3** Covers students who are on overseas and local travel on student related activities.
- 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, if applicable.

- D. Covered benefits shall not be limited to and lower than the following: (MINIMUM REQUIREMENT)

DESCRIPTION		CAPITAL SUM OFFER
<b>1. Dismemberment(DI)</b>		
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 ears	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%	
<b>2. Permanent disablement (PDT)</b>		
<b>Description of Disablement</b>	<b>% of the Capital Sum</b>	
Ring finger ( three Phalanges)	8%	
Ring finger (two Phalanges)	4%	
Ring finger (one Phalanges)	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%	
<b>3. Daily hospitalization allowance due to accident with maximum days(DHA-A)</b>		
<b>4. Daily hospitalization allowance due to sickness with its maximum days (DHA-S)</b>		
<b>5. Accident Death(AD)</b>		
<b>6. Unprovoked murder/homicide or assault (UMAA)</b>		
<b>7. Burial expenses</b>		
<b>8. Medical reimbursement</b>		
<b>ANNUAL OFFER:</b>		

E. Additional Technical Requirements

- Valid Licenses from the Insurance Commission
- Certificate of Satisfactory Performance from previous clients.
- Experience in undertaking a project of similar nature of at least ten (10) years prior to the opening of proposals.
- A net income of at least Five Hundred Million Pesos (PhP 500,000,000.00) based on the audited financial statement for the preceding year.

**Note:** Bid shall be based on the premium to be paid per student