



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
LOS ANGELES



REQUEST FOR QUOTATION

20 August 2026

The Philippine Consulate General in Los Angeles, through its Bids and Awards Committee (BAC) and its Secretariat, intends to procure California statutory Workers' Compensation and Employers' Liability Insurance coverage for four (4) employees of the Consulate General. This procurement activity is undertaken pursuant to applicable government procurement, accounting, auditing, and related rules and regulations.

Interested qualified insurance carriers, brokers, agencies, and other authorized insurance service providers are invited to submit their lowest price quotation for the insurance coverage and associated costs detailed in Annex 1, subject to the following conditions:

1. Submitted quotations shall be considered the service provider's final offer. Should the quotation be acceptable, a duly accomplished and approved Purchase Order and/or service contract shall be issued, subject to issuance and binding of the corresponding insurance policy by the proposed carrier.
2. The Consulate General in Los Angeles reserves the right to accept or reject any or all quotations and to award the contract in the best interest of the Government.
3. The proposed insurance carrier must be authorized to provide the required Workers' Compensation coverage in California. A broker or agency submitting a quotation shall identify the proposed carrier and the coverage to be issued.
4. Payment shall be made in U.S. Dollars directly to the winning service provider in accordance with the approved policy, invoice, and agreed payment terms, after submission of the required policy and supporting documents.
5. Payment shall be processed only upon full compliance with prescribed accounting and auditing requirements.
6. The validity period of the quoted price must be clearly indicated in the proposal.
7. The deadline for submission of quotations is not later than 5:00 PM (Pacific Time) on 24 August 2026.
8. Quotations may be submitted via email to lapcgpropertysection@gmail.com and admn.philcongenla@gmail.com.

For the Bids and Awards Committee:


RALPH JACOB VILORIO
BAC Secretariat Head

ANNEX 1

TECHNICAL SPECIFICATIONS / REQUIREMENTS

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE

Purpose: Procurement of California statutory Workers' Compensation and Employers' Liability Insurance coverage for personnel of the Philippine Consulate General in Los Angeles.

Covered Personnel: Four (4) locally engaged personnel

Work Location: Philippine Consulate General in Los Angeles, 3435 Wilshire Blvd., Suite 550, Los Angeles, CA 90010, together with other authorized work locations and official duty travel, as applicable.

Requested Policy Term: One (1) year from the agreed effective date, subject to the terms of the quotation and policy to be issued.

1. Coverage Requirements

- Provide California statutory Workers' Compensation coverage for the covered personnel.
- Provide Employers' Liability coverage and clearly state the applicable policy limits.
- Coverage should apply to work performed at the Consulate's premises and other authorized work locations.
- The quotation shall clearly state whether all four (4) employees will be covered and identify any special classification, limitation, exclusion, or documentation requirement
- Identify the proposed insurance carrier and confirm that the carrier is authorized to issue the required coverage in California.
- Identify any deductible, exclusion, endorsement, audit provision, minimum premium, deposit premium, or other material policy condition.

2. Employee and Payroll Information

- Covered personnel primarily perform clerical, administrative, filing, records-management, data-entry, document-processing, and related consular support duties.
- For underwriting purposes, the Consulate can provide official payroll certifications, compensation records, employment or appointment documents, position descriptions, and payroll payment or disbursement records. The provider should identify any additional underwriting documentation necessary to bind coverage.

3. Quotation Requirements

- Provide one all-inclusive annual premium in U.S. Dollars and state the proposed policy period and name of the insurance carrier.
- State the applicable employee classifications, estimated payroll basis, Workers' Compensation coverage, and Employers' Liability limits used in calculating the premium.
- Identify separately any deposit premium, minimum premium, policy fee, broker fee, audit adjustment, surcharge, tax, assessment, or other charge, if applicable.
- State the documentation required before coverage can be bound and the earliest available effective date of coverage.
- NOTE: The quotation should include the provider's complete business name, address, contact person, telephone number, email address, applicable license information, terms of payment, and quotation validity period.