Coconut Industry Investment Fund – Legaspi Oil Company, Inc.
4th Floor Palacio Del Gobernador, General Luna St., Intramuros Manila

REQUEST FOR QUOTATION

Date: October 1, 2025
RFQ No.: LEG-HO-SVP25-0041C
PR No.: PURREQ-LEG-HO-584

Company/Business Name: ____
Address: ____
Business/Mayor's Permit No. :____
TIN: ____
PhilGEPS Registration Number (required): ____

The Coconut Industry Investment Fund – Legaspi Oil Company, Inc. (LEGOIL), through its Bids and Awards Committee (BAC), intends to procure **Directors and Officers Liability Insurance (DOLI)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your **sealed quotation** duly signed by you or your duly authorized representative not later than the deadline on **October 6, 2025 at 1:30PM**.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.
Copy of PhilGeps Registration	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership) Valid PhilGEPS Registration Number/Organization ID (Red Membership)
BIR Registration Certificate	(BIR Form 2303)
Annual Income Tax Return stamped received by the BIR	For items more than Php 500,000
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	For items more than Php 50,000.00

For any clarification, you may contact **Kirk Vincent Baldomero** email address at kbaldomero@ciif.ph.

ANGELITA G. RAPADA
Head, BAC Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
    - If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
    - In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. **Sealed Quotations must be submitted on or before 1:30PM of October 6, 2025 at 4th Floor Palacio Del Gobernador, General Luna St., Intramuros Manila.**
5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the LEG OIL shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. The award of the contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. Payment shall be made upon confirmation of delivery and submission of the required supporting documents, i.e., Purchase Order and Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The LEG OIL may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Warranty Security may be required depending on the nature of the procurement project.

After having carefully read and accepted the **Instructions and Terms and Conditions**, I/we submit our quotation/s for the item/s as follows:

Detailed Technical Specifications

Directors and Officers Liability Insurance (DOLI)				
ITEM	**SPECIFICATIONS/SCOPE OF WORKS**	**STATEMENT OF COMPLIANCE (State Comply or Not Comply)**		**BIDDER'S ACTUAL OFFER**
1.	PERIOD OF INSURANCE (See Annex A)			
2.	RETROACTIVE DATE (See Annex A)			
3.	LIMIT OF INDEMNNITY (See Annex A)			
4.	COVERAGE (See Annex A)			
5.	EXTENSIONS (See Annex A)			
6.	SUPPLEMENTARY COVERAGE (See Annex A)			
7.	DEDUCTIBLE (See Annex A)			
8.	CLAIMS NOTIFICATION (See Annex A)			
9.	GENERAL PROVISIONS (See Annex A)			
10.	SUPPLEMENTARY COVERAGE (See Annex A)			
11.	COVERED OFFICIALS (See Annex B)			
*Annex A – Detailed Technical Specifications **Annex B – List of Directors and Officers				

FINANCIAL OFFER:

Terms of Payment: Payment shall be made through Landbank within thirty (30) days after Submission of Billing and End-User's Acceptance of the product. A Bank Transfer fee shall be charged against the creditor's account.
Payment Details:
Banking Institution: ____
Account Number: ____
Account Name:____
Branch:____

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate **"0"** if the item being offered is free.

Directors and Officers Liability Insurance (DOLI)		
Approved Budget for the Contract: **Php 606,382.49**		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (AxB)**
1 LOT		**In Words**: ____________________ ____________________ ____________________ **In Figure**: ____________________

____
Position/Designation

____
Office Telephone/Fax/Mobile Nos.

____
Email address/es

ANNEX A

TECHNICAL SPECIFICATIONS

Type	:	**Directors and Officers Liability Insurance**
Insured Company	:	**Legaspi Oil Company, Inc.**
Address	:	4th Floor Palacio Del Gobernador, Gen. Luna St., Intramuros, Manila City
Business	:	Manufacturing
Period of Insurance	:	**October 07, 2025 to October 06, 2026** Both dates inclusive Philippine Standard Time No cover given until inception is agreed in writing
Retroactive Date	:	**Full**, excluding known claim and circumstances
Pending & Prior Litigation Date	:	Policy Inception Date
Territory & Jurisdiction	:	Worldwide including USA/Canada
Governing Law	:	Philippines
Limit of Indemnity	:	**PHP 200,000,000** Any one claim and in the annual aggregate (inclusive of defense cost and legal expenses) for all Insuring Clauses, Extensions and Supplementary Coverages (except Excess Limit Protection)
Coverage	:	**1.1 Director and Officers**

This cover only applies when the Claim is first made and reported to the Insurer during the Period of Insurance, or Discovery Period if applicable. The Insurer will pay to or on behalf of the Insured all Loss resulting from a Claim against the Director except for and to extent that the Insured Company has indemnified the Director:

a) Loss and Defense Costs and Expenses arising from a Claim against the Director in their capacity as such; or
b) Investigation Defense Costs and Expenses – Sub-limit of 20% of the Limit; or
c) Criminal Defense Costs and Expenses; or
d) Pollution Defense Costs and Expenses – Sub-limit of 20% of the Limit; or
e) Extradition Proceedings Defense Costs and Expenses; or
f) Asset and Liberty Proceedings Defense Costs and Expenses – Sub-limit of 20% of the Limit;
g) Public Relations Expenses – Sub-limit of 20% of the Limit;

except to the extent where clause 1.2 applies.

1.2 Company Reimbursement

This cover only applies when the Claim is first made and reported to the Insurer during the Period of Insurance, or Discovery Period if applicable. The Insurer will pay to or on behalf of the Insured Company any Loss that the Insured Company has paid to or is held liable to pay the Director by way of an advancement or indemnity in relation to the Director's liability that would otherwise be covered by clause 1.1.

Extensions	:	**1. Automatic Acquisition Cover for New Subsidiaries** No US listing, Non-FI/ 50% Total Gross Asset Threshold **2. Corporate Manslaughter** Including any violation or breach of an occupational health and safety law **3. Discovery Period/ Extended Reporting Period** a. 90 days free of charge b. 1 Year at 150% of the premium in the event the Policyholder declines to accept renewal terms & conditions offered by Insurer c. 1 Year at 50% of the premium in the event the Insurer declines to offer renewal terms **4. Emergency Costs** At least 10% of the Policy Limit **5. Non-Executive Director's Reinstatement of Cover** Each non-executive director up to a limit of at least 10%, subject to an annual aggregate of at least 25% of the Limit of Indemnity **6. Retirement Run-off (Lifetime)** **7. Outside Boards** **8. Spouses/Estates** **9. Defense Costs and Expenses for Identity Theft Claim** Sub-limit of at least 20% of the Limit of Indemnity in the aggregate
Exclusions	:	1. Known Claim or Circumstance 2. Prior and Pending Litigation 3. Death or Bodily Injury 4. Property Damage 5. Dishonest or Fraudulent Acts 6. Profit or Advantage 7. Pollution 8. US Claims by the Insured 9. Other Insurance 10. Breach of Philippine Retirement Law 11. Imposed by the Employee Retirement Income Security Act of 1974 (ERISA) 12. Payments and Gratuities 13. War and Terrorism 14. Money Laundering 15. Future Offering 16. Breach of Copyright/ Patent 17. Absolute Professional Indemnity 18. Securities and Exchange Commission 19. Major Shareholder Exclusion – 20%

Deductible :

Insuring Clause	Deductible
Director and Officer	Non-indemnifiable loss (NIL)
Company Reimbursement	For any US/Canada Claim: at least PHP 2,000,000 any one claim including any judgments, settlements or final agreements Rest of the World: at least PHP 1,000,000 any one claim including any judgments, settlements or final agreements
Entity Employment Practices Liability	at least PHP 2,000,000 any one claim including any judgments, settlements or final agreements
Investigation Costs	For any US/Canada Claim: at least PHP 2,000,000 any one claim including any judgments, settlements or final agreements Rest of the World: at least PHP 1,000,000 any one claim including any judgments, settlements or final agreements

Only one deductible shall be applied for loss arising from any claim or claims alleging a single wrongful act

Claims Notification : 30 days from awareness of Notifiable Claim within the Policy Period or Discovery Period but not more than 30 days from expiry of the Policy Period or Discovery Period

General Provisions :

1. Third Party Rights

A person who is not a party to the Polic has no rights to enforce the terms of the Policy.

2. Non-imputation

The Policy shall operate severally in relation to each Director.

3. Changes in risk

Written notice within thirty (30) days

Cover applies only to notifiable claim prior to the date of the change.

4. Premium Payment

Full payment within thirty (30) days of inception of the policy.

5. Cancellation

(a) Non-payment of premium;

(b) Conviction of a crime arising out of acts increasing the risk insured against;

(c) Discovery of fraud or material misrepresentation;

(d) Discovery of willful or reckless acts or omissions increasing the risk insured against;

(e) A determination by the Insurance Commissioner that the continuation of the Policy would violate or would place the Insurer in violation of the Insurance Code.

6. Omnibus Clause
7. Article 1250 of the Civil Code
8. Documentary Stamp Clause
No refund of documentary stamp tax due to cancellation or endorsement of the Policy.

9. Mediation
Parties to settle dispute by mediation administered by Insurance Commission.

10. Prescription
Prescription of claim if no action is brought within one (1) year from:
(1) The **Insured**'s receipt of the **Insurer**'s denial letter; or
(2) in case of arbitration taking place as provided herein, the due notice of the award made by the arbitrator or arbitrators or umpire, or
(3) termination of the mediation proceedings

Supplementary Coverage :

1. **Entity Employment Practices Liability**
   Sub-limit of at least PHP 100,000,000 in the aggregate, further sub-limited to at least PHP 50,000,000 in the aggregate for USA/Canada

2. **Regulatory Crisis Event Costs**
   Sub-limit of at least PHP 2,500,000 in the aggregate

3. **Investigation Costs for Derivative Demands**
   Sub-limit of at least PHP 5,000,000 in the aggregate

4. **Personal Tax Liability**
   Sub-limit of at least PHP 5,000,000 in the aggregate

5. **Excess Limit Protection**
   Individual Excess Limit at least PHP 1,250,000 per Director
   Aggregate Excess Limit at least 25% of the Limit of Indemnity

6. **Advancement of Costs Cover**

7. **Reinstatement of Limit due to Recovery**

8. **Prosecution Costs**
   Sub-limit of at least PHP 2,500,000 in the aggregate

9. **Deprivation of Assets Cover**
   Sub-limit of at least PHP 500,000 any one Director/Officer, at least PHP 2,500,000 in the aggregate

10. **Court Attendance Costs**
    Php 10,000 per day per person, 10% of the Limit of Indemnity in the aggregate

11. Defense Costs Inclusive of Lawyer's Acceptance Fees

Endorsements	:	1. Cyber Liability Exclusion 2. Embargo & Trade Sanction Exclusion 3. Sanction Limitation and Exclusion Clause 4. Institute Radioactive Contamination, Chemical, Biological, Bio-Chemical and Electromagnetic Weapons Exclusion 5. Territorial Restriction Endorsement 6. Code of Corporate Governance Endorsement 7. Money Laundering Exclusion 8. Claims Cooperation Endorsement 9. Payment and Gratuities Exclusion 10. War/Act of War Exclusion 11. Investment Banking Professional Liability Exclusion 12. Financial Institution Professional Indemnity Exclusion 13. Failure to Maintain Insurance Exclusion 14. Known Claims and Circumstances Exclusion 15. Communicable Disease Exclusion Clause (LMA 5396) 16. Premium Payment Warranty 17. Provision on Applicable Taxes and Documentary Stamp Tax 18. Provision on Non-issuance of Provisional Receipt 19. Provision for Filing Notice of Loss 20. Provision on the Submission of Supporting Documents for Non-Motor Vehicle Claims 21. Special Extension Clause
Wordings	:	Directors and Officers Liability Insurance
Premium	:	

Premium	**xxx**
DST	xxx
VAT	xxx
LGT	xxx
Total Due	**Php xxx** **(not more than the approved budget for the Conract (ABC)**

Annex B

Name	Birthdate	Age	Position	Company
NAVARRO, KEITH SALLAN	May 29, 1987	38	Resident Manager	LEGASPI OIL COMPANY, INC
NACION, GINO NECIO JR.	September 28, 1986	38	Resident manager	LEGASPI OIL COMPANY, INC
BALDERAMA, KLARENZ JAY	April 18, 1998	27	BAC	LEGASPI OIL COMPANY, INC
PAPINA, PRINCESS ELAINE	April 23, 1995	30	DELEGATED BAC	LEGASPI OIL COMPANY, INC
MONTEIRO, ELPIDIO	November 16, 1967	57	DELEGATED BAC	LEGASPI OIL COMPANY, INC
BALBUENA, DONNA	April 18, 1976	48	DELEGATED BAC	LEGASPI OIL COMPANY, INC
SALVADOR, GUILLERMO	February 06, 1975	50	DELEGATED BAC	LEGASPI OIL COMPANY, INC
FRANCISCO, AARON ANGELO	June 05, 1993	32	DELEGATED BAC	LEGASPI OIL COMPANY, INC