



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
ស្ថានទូតសាធារណរដ្ឋហ្វីលីពីន  
PHNOM PENH

BIDS AND AWARDS COMMITTEE

BAC Resolution No. 39 - 2019

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF THE  
CONTRACT FOR THE PROCUREMENT OF AN ANNUAL MEDICAL INSURANCE  
POLICY COVERAGE FOR MS. ERLIN A. ROBLES, LOCALLY-HIRED FILIPINO  
EMPLOYEE OF THE PHILIPPINE EMBASSY IN PHNOM PENH

**WHEREAS**, the Embassy of the Republic of the Philippines in Phnom Penh, Cambodia (hereinafter referred to as the "Embassy") engaged the services of Ms. Erlin A. Robles, Filipino national, as a locally-hired employee for the position of Receptionist/Assistant;

**WHEREAS**, Section 7 (Health Care Benefits) of the Contract of Employment dated 24 June 2019 between the Embassy and Ms. Robles stipulates that "The Second Party (Ms. Robles) shall be entitled to health care benefits as provided under the Labor Code of Cambodia," which includes medical insurance coverage;

**WHEREAS**, the approved budget for the health care insurance of Ms. Robles is \$755.00 per annum;

**WHEREAS**, the medical insurance premiums of Ms. Robles is chargeable against the Embassy's available allotment for Personnel Services (PS) for locally-hired Embassy staff;

**WHEREAS**, the Embassy has requested price quotations for the annual medical insurance coverage from the period covering 01 July 2019 through 30 June 2020 from four (4) reputable insurance providers and received only one (1) proposal, as follows:

COMPANY NAME	QUOTED PRICE
Forte Insurance	USD 755.00 inclusive of administrative fees
Cambodia Vietnam Insurance (CVI)	No reply
Infinity Insurance	No reply
Asia Insurance	No reply

**WHEREAS**, after careful consideration of the said quotation, the BAC has identified Forte Insurance as the service provider that submitted the single calculated and most responsive quotation for the annual medical insurance policy coverage of Ms. Robles, in the amount of **Seven Hundred and Fifty-Five Dollars only (US\$ 755.00)**, including administrative fees;

No. 182, Norodom Boulevard, Sangkat Tonle Bassac, Khan Chamkarmon,  
Phnom Penh, Kingdom of Cambodia

Tel no. (+855) 23 222 303 / Fax: (+855) 23 215 143

● phnompenh.pe@dfa.gov.ph / www.phnompenhpe.dfa.gov.ph

**WHEREAS**, Section 53.2 of the 2016 Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2009, allows an agency to resort to Small Value Procurement provided the amount involved does not exceed the threshold amount of One Million Pesos (Php 1,000,000.00).

**NOW THEREFORE**, we, the members of the Bids and Awards Committee of the Embassy, RESOLVE to RECOMMEND to the Acting Head of the Procuring Entity (HOPE) the award of the contract for the procurement of the annual medical insurance policy coverage for Ms. Erlin A. Robles, a locally-hired Filipino staff of the Embassy, in favor of Forte Insurance, which submitted the single and most responsive quotation in the amount of **SEVEN HUNDRED AND FIFTY-FIVE DOLLARS ONLY (US\$ 755.00)**, including administrative fees.

**ADOPTED** this 25<sup>th</sup> day of June 2019, Phnom Penh.



**FRANCES LOUISSA C. CLEOFAS**  
BAC-Chairperson



**RAFAEL S. PALENCIA, Jr.**  
BAC- Vice Chairperson



**JULIUS I. VERANO**  
BAC Member

**REICHELE V. CORPUZ (ON LEAVE)**  
BAC Member



**JOEL D. ROCES**  
BAC Member

Approved:



**MYCA MAGNOLIA M. FISCHER**  
*Chargé d'Affaires, a.i.*  
*Acting Head of the Procuring Entity*



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
ស្ថានទូតសាធារណរដ្ឋហ្វីលីពីន  
PHNOM PENH

NOTICE OF AWARD

25 June 2019

Dear Ms. Kith,

Please be informed that, upon the recommendation of its Bids and Awards Committee (BAC), as contained in **Resolution No. 39-2019**, the Embassy of the Republic of the Philippines in Phnom Penh, Cambodia is awarding to your company, Forte Insurance, the contract for the procurement of the annual medical insurance policy coverage of **Ms. Erlin A. Robles**, a locally-hired Filipino employee of the Embassy, in the amount of **SEVEN HUNDRED AND FIFTY-FIVE DOLLARS ONLY (US\$ 755.00)**, as the total annual insurance premium inclusive of administrative fees, subject to the insurance policy agreement.

Very truly yours,

**MYCA MAGNOLIA M. FISCHER**  
*Chargé d'Affaires, a.i.*  
*Acting Head of the Procuring Entity*  
*Embassy of the Republic of the Philippines*  
*Phnom Penh, Cambodia*

**MS. MARIA KITH**  
Sales Representative  
Business Development Department  
FORTE Insurance  
Phnom Penh, Kingdom of Cambodia