



REPUBLIC OF THE PHILIPPINES  
**PUBLIC-PRIVATE PARTNERSHIP  
CENTER**

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City  
Tel. No. 709-4146 / 929-39-71 (Telefax); website: [www.ppp.gov.ph](http://www.ppp.gov.ph)

**REQUEST FOR QUOTATION**

**RFQ NO.: 2019-07-028**

Please quote your lowest price/s for the item/s listed on the attached form including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies thru email ([procurement@ppp.gov.ph](mailto:procurement@ppp.gov.ph)) or in a sealed envelope labeled with the PR and RFQ numbers to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address on or before 5:00pm of July 09, 2019

Your participation to this bidding shall be subject to the requirements as identified below:

- The mode of procurement is Small Value Procurement. Quotation should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP156,000.00.
- Quotation must be inclusive of all applicable government taxes
- Quotation must be submitted using the attached form.
- Quotation must be accompanied with the following documents:
  - SEC/DTI Registration Certificate
  - Valid Mayor's/Business Permit
  - PhilGEPS Certificate under Platinum Membership or PhilGEPS Registration Number \*
  - License to Operate or equivalent document issued by the Department of Health
  - Conformed Terms of Reference
  - Omnibus Sworn Statement
- Award shall be made to the bidder with the lowest calculated and responsive bid
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- Procured items must be served/provided to PPP Center.
- Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

\* To be submitted by the bidder with LCRB as condition for award

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PPPCP-General Services Division c/o in the above address/telephone number.

Very truly yours,

**FEROISA FRANCISCA T. CONCORDIA**  
Chairperson, Bids and Awards Committee



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**REQUEST FOR QUOTATION**

**RFQ NO.:** 2019-07-028

05 July 2019

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
1	1	lot	Annual Physical Examination for 104 Employees Package includes: Urinalysis Fecalysis Chest X-ray PE with visual acuity Complete blood count Blood Chemistry Package (Fasting Blood Sugar, Bun, Creatinine, Uric Acid) Lipid Profile ECG Drug Test Dental Screening Inclusive of parking fee and electric consumption of the Mobile X-ray  Date: July 29, 2019 No. of Employees for ECG: 43 (for 35 y/o and above)  Please see attached Terms of Reference for the complete details		

(Bidders, Please Provide complete information below)

Posted on:	Signature:
Farmed-out:	Name/Designation:
Retrieved on:	Name of Company:
	Address:
	Telephone/Fax:
PR#2019-07-074	TIN:

## TERMS OF REFERENCE

<b>Conduct of Onsite Annual Physical Examination</b>	
<b>I.</b>	<b>RATIONALE</b>
	<p>The one-day Annual Physical Examination (APE) is being conducted pursuant to Administrative Order No. 402 dated June 2, 1998, Establishment of a Medical Check-Up for Government Personnel; Civil Service Commission (CSC) Memorandum Circular No. 33, s. 19997, Policy on Working Conditions at the Workplace; and CSC MC No. 13, s. 2017, Guidelines on the Mandatory Random Drug Test for Public Officials and Employees and For Other Purposes.</p>
<b>II.</b>	<b>SCOPE OF WORK AND JOB SPECIFICATION</b>
	<p>The service provider should be able to provide the following onsite medical/examination packages to the 104 personnel of the PPP Center:</p> <p><b>A. General</b></p> <ul style="list-style-type: none"> <li>➤ Urinalysis</li> <li>➤ Fecalalysis</li> <li>➤ Chest X-Ray</li> <li>➤ PE with Visual Acuity Testing</li> <li>➤ Complete Blood Count</li> <li>➤ Blood Chemistry Packing (Fasting Blood Sugar, Bun, Creatinine, Uric Acid)</li> <li>➤ Lipid Profile</li> <li>➤ ECG for 43 personnel</li> <li>➤ Drug Test</li> <li>➤ Dental Screening</li> <li>➤ Inclusive of parking fee and electricity for the mobile van for X-Ray</li> <li>➤ Rates should be inclusive of all applicable government taxes and service charges.</li> </ul> <p><b>B. Package Inclusions:</b></p> <ul style="list-style-type: none"> <li>➤ Conduct onsite physical annual medical/physical examination and drug screening for one day (7:00 a.m. to 4:00 p.m.) on July 29, 2019.</li> <li>➤ Supervise collection of drug testing specimens.</li> <li>➤ Provide DOH-prescribed specimen bottles with sticker labels, security seals, thermal scanner and drug testing custody and control forms.</li> <li>➤ Provide a physician for consultation/interpretation of the result of the APE after its release.</li> <li>➤ Provide the result of the examination seven (7) working days after the conduct of APE in a sealed envelope per employee in compliance with Republic Act 10173, also known as the Data Privacy Act of 2012.</li> <li>➤ Cater to PPPC employees who will not be able to undergo onsite APE medical/physical examination due to conflict of schedule for a duration of six (6) months from July 30, 2019 to January 29, 2020 in their Metro Manila clinic.</li> </ul>

<b>III.</b>	<b>MINIMUM QUALIFICATION REQUIREMENTS</b>
	<ol style="list-style-type: none"> <li>1. Must be an established Clinical/Medical Diagnostic Facility for the past five (5) years;</li> <li>2. Must be accredited or licensed by the Department of Health;</li> <li>3. Must be manned by physicians and staff to assist in the conduct of the APE;</li> <li>4. Must submit credentials of physician, Radiologist and Medical Technologist; and</li> <li>5. The Clinical/Medical Diagnostic Facility preferably must be located in Metro Manila, otherwise, the service provider must have a satellite and/or branch clinic in Metro Manila to cater to PPPC employees who will not be able to undergo onsite APE medical/physical examination due to conflict of schedule</li> </ol>
<b>IV.</b>	<b>APPROVED BUDGET FOR THE CONTRACT</b>
	The approved budget for the contract is <del>PHP</del> 156,000.00 inclusive of all applicable government taxes and service charge.
<b>V.</b>	<b>MODE OF PROCUREMENT</b>
	The mode shall be Small Value Procurement
<b>VI.</b>	<b>EVALUATION AND SELECTION CRITERIA (RATING SCHEME)</b>
	Lowest Calculated and Responsive Bid
<b>VII.</b>	<b>PAYMENT SCHEME</b>
	<p>Payment shall be made within seven (7) days after receipt of billing statement through ADA.</p> <p>The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.</p>

CONFORME:

\_\_\_\_\_  
Name of Provider

\_\_\_\_\_  
Signature over Printed Name

Date: \_\_\_\_\_