

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT:

PROCUREMENT OF 2024 ANNUAL PHYSICAL EXAMINATION (APE) SERVICES

APPROVED BUDGET FOR THE CONTRACT:

Five Hundred Eighty-Two Thousand Two Hundred Fifty-Five Pesos (Php 582,255.00)

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & Current Mayor's/Business Permit for 2024;
 - b. Valid & Current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: _____;
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph on or before **02 September 2024 at 10:00 AM**

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept an offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

SUPPLIER'S QUOTATION

| ITEM NO. | DESCRIPTION | QTY. | UNIT COST (Php) | TOTAL COST (Php) |
|----------|--|------|-----------------|------------------|
| | <p>2024 ANNUAL PHYSICAL EXAMINATION SERVICES FOR PIA CENTRAL OFFICE-BASED REGULAR OFFICIALS & EMPLOYEES</p> <p><i>Inclusions:</i></p> <ol style="list-style-type: none"> 1. Vital signs and physical assessment 2. Chest X-ray 3. ECG 4. Urinalysis 5. Fasting Blood Sugar 6. Blood Urea Nitrogen 7. Creatinine 8. Uric Acid 9. Lipid Profile 10. Complete Blood Count 11. Flu vaccine (including administration) <p><i>Implementation Time & Date:</i> 20 September 2024 / Friday 6:00 AM – 4:00 PM</p> <p><i>Location:</i> PIA Conference Room, 3rd Floor PIA Bldg., Visayas Ave., Diliman, Quezon City</p> <p><i>(Please see Technical Specifications next page)</i></p> | 171 | | |

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

| Item | Specification | Statement of Compliance |
|------|---|-------------------------|
| | <p>I. PROJECT TITLE</p> <p>2024 Annual Physical Examination (APE) for all Philippine Information Agency (PIA) central office-based regular officials and employees</p> <p>II. IMPLEMENTATION DATE/TIME/VENUE</p> <ul style="list-style-type: none">• 20 September 2024/Friday• 6:00 AM to 4:00 PM• PIA Conference Room, 3rd Floor PIA Bldg., Visayas Ave., Diliman, Quezon City <p>III. INCLUSIONS:</p> <ul style="list-style-type: none">• Vital signs and physical assessment• Chest X-Ray• ECG• Urinalysis• Fasting Blood Sugar• Blood Urea Nitrogen• Creatinine• Uric Acid• Lipid Profile• Complete Blood Count• Flu Vaccine (including administration) <p>IV. REQUIREMENTS</p> <ol style="list-style-type: none">1. The health and diagnostic service provider (Provider) must be registered and accredited by the Department of Health (DOH) with a minimum of five (5) years of operation and experience conducting Annual Physical Examinations (APE) in government offices.2. Medical staff (Physicians, Medical Technologists, X-Ray/Radiologic Technologists) are required to provide their current PRC ID.3. The Provider must strictly adhere to the implementation date and time set by the Philippine Information Agency. | |

| | | |
|--|---|--|
| | <ol style="list-style-type: none"> 4. The Provider must deploy experienced and trained personnel to manage the APE. The medical technologist must have extensive experience in blood extraction, particularly to deep-seated veins. 5. Two (2) physicians must be provided for conducting vital signs assessments, physical examinations, and administering flu vaccines to both male and female personnel. Physicians must be graduates or trained in Family Medicine and strictly adhere to the Philippine Medical Association Code of Ethics. 6. Printed copies of registration and consent forms, guidelines, and preparations required before the physical assessment and diagnostics procedures must be submitted to the Human Resource Development Division at least five (5) days before the implementation date for distribution to the employees. 7. Provider must provide clear and visible signage detailing the PE flow chart of procedures within the APE area. 8. Adequate number of clean laboratory gowns must be provided for all personnel undergoing ECG and X-Ray procedures. Each gown should be sufficient and not reused for multiple patients to maintain hygiene standards. 9. PIA personnel who are absent on the actual day of APE should be allowed to undergo their APE at the office or at any branch of the health and diagnostic provider. 10. The service package should include post-consultation and referrals to specialists in case of abnormal laboratory results of physical examinations, one week after submission of APE results. 11. All unclaimed and unused vaccines during the onsite activity will be given to PIA. 12. Examination results and a summary of APE findings (please see the attached sample format) must be submitted to the PIA Medical Consultant within three (3) weeks after the conclusion of the APE. 13. In the event of bad weather conditions, concerns about road/land/sea safety, or other circumstances, the health and diagnostics service provider and PIA reserve the right to reschedule or cancel the On-Site Annual Physical Examination. 14. Representatives of the health and diagnostic service provider must attend the preparatory meeting either onsite or | |
|--|---|--|

| | | |
|--|---|--|
| | <p>online, based on the agreed date and time.</p> <p>V. PAYMENT PROCEDURE</p> <p>Government Procedure</p> <p>VI. TOTAL BUDGET</p> <p>Php 582,255.00</p> | |
|--|---|--|

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representative

Date

SUMMARY OF FINDING (SAMPLE)

Company/Client: _____

Date: _____

[illegible]



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11188745
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title PROCUREMENT OF 2024 ANNUAL PHYSICAL EXAMINATION (APE) SERVICES
Area of Delivery Metro Manila

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: 24-08-054 | Status | Pending |
| Trade Agreement: Implementing Rules and Regulations | | |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 1 |
| Classification: Goods | Bid Supplements | 0 |
| Category: Laboratory Supplies and Equipment | | |
| Approved Budget for the Contract: PHP 582,255.00 | Document Request List | 0 |
| Delivery Period: 15 Day/s | | |
| Client Agency: | Date Published | 28/08/2024 |
| Contact Person: Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 charmaine.delacruz@pia.gov.ph | Last Updated / Time | 27/08/2024 14:18 PM |
| | Closing Date / Time | 02/09/2024 10:00 AM |

Description

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

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APPROVED BUDGET FOR THE CONTRACT:

Five Hundred Eighty-Two Thousand Two Hundred Fifty-Five Pesos (Php 582,255.00)

General Conditions:

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ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

ANNEX A
SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST TOTAL COST
(Php) (Php)

2024 ANNUAL PHYSICAL EXAMINATION 171
SERVICES FOR PIA CENTRAL OFFICE-BASED
REGULAR OFFICIALS & EMPLOYEES

Inclusions:

1. Vital signs and physical assessment
2. Chest X-ray
3. ECG
4. Urinalysis
5. Fasting Blood Sugar
6. Blood Urea Nitrogen
7. Creatinine
8. Uric Acid
9. Lipid Profile
10. Complete Blood Count
11. Flu vaccine (including administration)

Implementation Time & Date:

20 September 2024/Friday
6:00 AM – 4:00 PM

Location:

PIA Conference Room, 3rd Floor PIA Bldg., Visayas Ave., Diliman, Quezon City

(Please see Technical Specifications next page)

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification Statement of Compliance

I. PROJECT TITLE

2024 Annual Physical Examination (APE) for all Philippine Information Agency (PIA) central office-based regular officials and employees

II. IMPLEMENTATION DATE/TIME/VENUE

- 20 September 2024/Friday
- 6:00 AM to 4:00 PM
- PIA Conference Room, 3rd Floor PIA Bldg., Visayas Ave., Diliman, Quezon City

III. INCLUSIONS:

- Vital signs and physical assessment
- Chest X-Ray
- ECG
- Urinalysis
- Fasting Blood Sugar
- Blood Urea Nitrogen
- Creatinine
- Uric Acid
- Lipid Profile
- Complete Blood Count
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1. The health and diagnostic service provider (Provider) must be registered and accredited by the Department of Health (DOH) with a minimum of five (5) years of operation and experience conducting Annual Physical Examinations (APE) in government offices.
2. Medical staff (Physicians, Medical Technologists, X-Ray/Radiologic Technologists) are required to provide their current PRC ID.
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5. Two (2) physicians must be provided for conducting vital signs assessments, physical examinations, and administering flu vaccines to both male and female personnel. Physicians must be graduates or trained in Family Medicine and strictly adhere to the Philippine Medical Association Code of Ethics.
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12. Examination results and a summary of APE findings (please see the attached sample format) must be submitted to the PIA Medical Consultant within three (3) weeks after the conclusion of the APE.

13. In the event of bad weather conditions, concerns about road/land/sea safety, or other circumstances, the health and diagnostics service provider and PIA reserve the right to reschedule or cancel the On-Site Annual Physical Examination.

14. Representatives of the health and diagnostic service provider must attend the preparatory meeting either onsite or online, based on the agreed date and time.

V. PAYMENT PROCEDURE

Government Procedure

VI. TOTAL BUDGET

Php 582,255.00

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|-----------------------------|-----------------------------|----------|-----|--------------|
| 1 | Annual Physical Examination | Annual Physical Examination | 1 | Lot | 582,255.00 |

Created by Ronelio N Hernandez

Date Created 27/08/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.