

06 October 2021

**REQUEST FOR QUOTATION (RFQ)**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

**RFQ No. TPB-PR 2021.10.372 (2<sup>nd</sup> Posting)**

**Requirement:** One (1) Year Membership to a Comprehensive Emergency Quick Response Program

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
173 pax	<p><b>One (1) Year Membership – Emergency Quick Response</b> <b>Total Personnel: 224 Employees</b></p> <p><b>Membership Coverage</b></p> <ol style="list-style-type: none"> <li>1. 24/7 Access for medical emergencies</li> <li>2. 24/7 Medical advisory</li> <li>3. Use of ambulance during medical emergencies to be brought to any of the premiere hospitals or any nearest hospital of choice. Services shall include initial emergency response up to the endorsement and takeover of the receiving hospital.</li> <li>4. Use of the life-saving equipment and supplies such as but not limited to, consumables: Oxygen, Parenteral fluids, Oral &amp; Injectable medicines, Disposable supplies (excluding cervical collars) during medical emergency</li> <li>5. Full endorsement to the receiving hospital</li> <li>6. Discount on full diagnostic home services, to include CBC, Urinalysis, Cholesterol to Spec 23, Lipid Profile, SGPT, SGOT, Wellness Packages including Tumor Markers, etc.</li> <li>7. Discount on air medical evacuation and airlift services, ambulance, stand-bys during TPB special events</li> <li>8. Access to the Doctor-on-call Program</li> <li>9. Plan extends 24-hour coverage to the members within Metro Manila area and immediate environs (NCR, Central Luzon and CALABARZON)</li> </ol> <p><b>Additional Services:</b> Schedule one (1) group training/seminar on emergency preparedness for Tourism Promotions Board (TPB)</p>	1,000.00	173,000.00

**Eligibility Requirements**

- 10. Must be a Filipino owned, operated, and legally registered company with at least ten (10) years of experience in the business of operating as industry in emergency quick response.
- 11. With applicable DOH, DOLE, LTO PRC, and ISO licenses and compliance

**Technical Documents**

- 1. Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable
- 1. List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past ten (10) years. (Include the following information: client, project, contract amount, contract duration, status)
- 1. Company Profile
- 1. Applicable accreditations, licenses, and compliances from DOH, LTO, DOLE, PRC, ISO
  - DOH: Pursuant to Department of Health DOH AO 2016-0029.
  - All Ambulances are licensed to operate (LTO)
  - DOLE: Due to new executive co sharing liability to contracting parties DO 18-A EQR provider must be fully DOLE compliance to all personnel.
  - PRC: All nurses and doctors have current and updated PRC licenses
  - ISO: All laboratories are ISO certified to ensure the highest standards. Partnership with LCM diagnostics.
- 1. Statement of compliance to the membership coverage and additional services as provided in the Terms of Reference.

**Other Terms and Conditions**

- a. The contract shall cover a total of 173 TPB personnel
- b. Billing shall be based on the actual number of personnel to be confirmed by TPB within 5 days from receipt of the signed Notice to Proceed.
- c. Proposal should indicate individual rate for easy computation and reference based on the actual number of personnel and, group rate if any.
- d. Option to extend enrollment to immediate and extended family members of enrolled TPB personnel to be charged to personnel's account through outright salary deduction or cash payment.

	<p><b>Terms of Payment</b></p> <ul style="list-style-type: none"> <li>• 80% - Thirty (30) days upon receipt of the full delivery of the membership card or its equivalent document and the billing statement</li> <li>• 20% - upon completion of the training/seminar on emergency preparedness</li> <li>• Bill should cover only actual number of personnel as of date of receipt of notice to proceed</li> <li>• Send bill arrangement.</li> </ul> <p><b>Legal Documents</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Mayor/Business Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Omnibus Sworn Statement (using the revised form downloadable from the GPPB website)</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Terms of Reference</li> <li>2. TPF6 Form</li> <li>3. Revised Omnibus Sworn Statement</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative</b></li> <li>• <b>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</b></li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP173,000.00 inclusive of applicable taxes		

Please submit your **proposal together with the technical and legal documents** enumerated above to email address *janet\_villafranca@tpb.gov.ph* not later than **14 October 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **2<sup>nd</sup> Post\_EQR Membership\_<Company Name>**

Thank you very much.

**ELOISA A. ROMERO**  
 Head, Procurement and General Services Division  
 Administrative Department