

TERMS OF REFERENCE
TOURISM PROMOTIONS BOARD
2021 FLU AND PNEUMONIA VACCINE

I. OBJECTIVE

There is a need to attend to the medical and health concern of TPB personnel and their well-being by providing health care service.

Subsequently, there is a need to engage the services of a provider to supply and administer flu and pneumonia vaccines to TPB personnel in order to lessen and prevent sick leave due to influenza and respiratory infection.

II. QUANTITY

1. Flu Vaccine	-	19
2. Pneumonia Vaccine	-	20

III. REQUIREMENTS

A. STANDARD ELIGIBILITY REQUIREMENTS

1. Company Profile
2. Must be registered in the Philippine Government Electronic Procurement System (PILGEPS)
3. Valid Mayors Permit/Business Permit
4. Income/Business Tax Return
5. Omnibus Sworn Statement
6. SEC/DTI Certification

B. ADDITIONAL TECHNICAL REQUIREMENTS

1. Copy of FDA Accreditation
2. List of similar contracts with government agencies in the past 3 years

IV. DELIVERABLES

1. Ensure the availability of both flu and pneumonia vaccine based on the quantity identified and should have Certificates of Product Registration from the FDA.

2. Coordinate with TPB for the delivery and administration of both vaccine within 5 days from the receipt of the Notice to Proceed.
3. Deliver and administer the vaccines in the TPB Clinic based on the indicative schedule, November, between 9:00 am to 5:00 pm:
4. Ensure the appropriate cold chain storage and transfer requirements for the vaccine is observed.
5. Provide vaccinators who are licensed nurses and supervised by a licensed physician during each scheduled administration.

Submit photocopies of the PRC license of the vaccinators to TPB at least a week before the implementation.

Vaccinators must wear appropriate PPEs during the vaccination and must have been tested for Antigen test for COVID-19 with negative result (must be done 72 hours before the actual date of administration).

6. Provide individual immunization record card for each personnel.
7. Provide required materials such as but not limited to ref thermometer, medical supplies (alcohol, cotton balls, syringe, etc.) and other necessary paraphernalia for the vaccination program.
8. Dispose of all used materials and articles, especially the needles and syringes responsibly.
9. Submit a Vaccination Report to the TPB one week after the full implementation.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the contract is **NINETY-NINE THOUSAND PESOS (Php 99,000.00)** inclusive of all applicable fees and taxes. The winning bid should be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget.

VI. TERMS OF PAYMENT

1. Payment shall be on a send-bill arrangement based on the actual number of items delivered and cost incurred.
2. Payment within thirty days (30) upon full completion of the services and submission of the invoice.