

## REQUEST FOR QUOTATION

25 April 2022

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

**Quotation No.** TPB-PR.2022.04.134

**PR No.** 4.024

**REQUIREMENTS:** **SERVICE PROVIDER TO SUPPLY AND DELIVER THE 2022 ANNUAL PHYSICAL EXAMINATION (APE) FOR THE TOURISM PROMOTIONS BOARD (TPB)'S REGULAR EMPLOYEES**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICE PROVIDER TO SUPPLY AND DELIVER OF THE 2022 ANNUAL PHYSICAL EXAMINATION (APE) FOR THE TOURISM PROMOTIONS BOARD (TPB)'S REGULAR EMPLOYEES</b></p> <p><b>I. TARGET IMPLEMENTATION DATE:</b></p> <p>By Batches :      1<sup>st</sup> batch   = 12 May 2022                                      2<sup>nd</sup> batch   = 13 May 2022</p> <ul style="list-style-type: none"> <li>● Subject to change without prior notice /indicative date</li> </ul> <p><b>II. SCOPE OF SERVICES / DELIVERABLES</b></p> <p>TPB Personnel as of 31 December 2021:  <b>Regular employees</b>   - 112 (APE and Drug test)  <b>Job order employees</b> - 54 (Drug test only)</p> <ul style="list-style-type: none"> <li>● Physical Examination</li> <li>● Basic Optical Examination (Visual Acuity View)</li> <li>● Routine Urinalysis</li> <li>● Routine Fecalysis</li> <li>● Complete Blood Count with Platelet Count</li> <li>● Chest X-ray (Plain): Posterior-Anterior (PA) View</li> </ul>	PhP590,040.00	PhP590,040.00

	<ul style="list-style-type: none"> <li>● Blood Chemistry <ul style="list-style-type: none"> <li>○ Fasting Blood Sugar</li> <li>○ Total Cholesterol</li> <li>○ Uric Acid Determination</li> <li>○ Liver Enzymes (SGPT and SGOT)</li> <li>○ Lipid Profile (Triglycerides, HDL, LDL, VLDL)</li> <li>○ Blood Urea Nitrogen</li> <li>○ Creatinine</li> <li>○ Blood Typing</li> </ul> </li>   <li>● Dental Consultation/ Examination</li> <li>● 12 Lead Electrocardiogram (for 35 years old and above)</li> <li>● <b>Drug Test</b></li> <li>● <b>Pap smear (for 35 years old and above)</b></li> <li>● Must provide Consent Forms for employees</li> <li>● Fully functional equipment (i.e., X-ray and ECG machine, blood chemistry Analyzer)</li> <li>● Courteous and well-trained staff but not limited to one (1) physician, receptionist, radio- technologist, medical technologist, optometrist, and two (2) nurses.</li> <li>● Available and open for employees 9:00 AM to 5:00 PM (Monday to Saturday) (in the case concerned personnel are unable to undergo the administration as scheduled)</li> <li>● A consolidated report detailing the physician’s findings, patient’s history, and laboratory results must be submitted by the Service Provider in a soft and printed copy to the TPB Medical Officer. All medical records, laboratory results, and other important information obtained by Service Provider shall be treated with confidentiality.</li> <li>● The Service Provider shall provide free referral and consultation to Specialists in case of abnormal laboratory results or physical examination in accordance with</li> </ul>		
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	<p>the recommendations of the APE Program.</p> <ul style="list-style-type: none"> <li>• The Service Provider shall not use or disclose such confidential information or any part thereof, in any manner other than is necessary to perform its services under this Agreement or as required by law.</li> <li>• All documents, records, reports, receipts, and information about the APE including those recorded in the database systems of the Service Provider shall be the property of the TPB.</li> <li>• The Service Provider is required to submit the following to the TPB Medical Officer in accordance with the prescribed period: <ul style="list-style-type: none"> <li>a. Schedule of prices per procedure/examination</li> <li>b. Advance copy of the APE results of employees with abnormal findings within five (5) working days after the scheduled date and it shall include the recommendations from the examining/evaluating physicians</li> <li>c. Hard copies of the APE results (in duplicate forms) and the consolidated report in a sealed package within ten (10) working days after the scheduled testing.</li> </ul> </li> <li>• All diagnostic procedures shall be performed at the TPB office by the Service Provider.</li> <li>• The Service Provider should have a clinic in the Manila area.</li> <li>• TPB Personnel and Human Resource Development Division (PHRDD) shall set a schedule and provide a list of TPB employees who are entitled to the Annual Physical Examination (APE).</li> <li>• The service provider must facilitate employees who were not able to avail of the APE at the TPB office endorsed by the PHRDD.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• The Service Provider shall make a control system to validate the entitled employees for the APE.</li> <li>• Checklist of what to do in preparation for the APE Program must be submitted to the TPB Medical Officer before the APE schedule for distribution to employees.</li> </ul>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP590,040.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **29 April 2022 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

**ADDITIONAL REQUIREMENTS:**

- Must be duly accredited or licensed by the Department of Health (DOH)
- At least five (5) years in operation (Provide a list of clients for 2018-2022 and copy of SEC/DTI registration certificate)

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

**(MISS) GENESIS WEIYN B. LEE**

Note: **All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.