

TECHNICAL SPECIFICATIONS

PROVISION, SUPPLY AND DELIVERY OF THE FLU AND PNEUMONIA VACCINE FOR ALL TPB PERSONNEL (REGULAR AND COS) AND RESIDENT COA FOR CY 2023

I. BACKGROUND:

In line with its Health and Wellness Program, the Tourism Promotions Board thru the PHRDD will engage the services of a provider to supply and administer the flu and pneumonia vaccines to all TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 30 June 2023, and presently connected/employed as of date of administration.

The flu and pneumonia vaccine are administered annually, with the pneumonia vaccine given to an individual every five years.

The vaccine administration shall be administered on-site at the TPB Office Clinic.

II. OBJECTIVES:

- To attend to the medical and health concerns of TPB personnel and their well-being by providing health care service.
- To engage the services of a provider to supply and administer flu and pneumonia vaccines to TPB personnel to lessen and prevent sick leave due to influenza and respiratory infection.

III. SCOPE OF WORK AND SERVICES:

- Coverage includes TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 30 June 2023, and presently connected/employed as of date of administration. Below are the quantity of Flu and Pneumonia vaccine:
 - a. Flu Vaccine (Quadrivalent) - 113 vials
 - b. Pneumonia Vaccine (Pneumo 13) - 59 vials
- Ensure the availability of both flu and pneumonia vaccine based on the quantity identified and should have Certificates of Product Registration from FDA.
- Coordinate with TPB for the delivery and administration of both vaccine within five (5) days from the receipt of the Notice to Proceed.
- Deliver and administer the vaccines by batches in the TPB Clinic based on the target implementation date between 9:00 am to 5:00 pm.
- Ensure that the appropriate Cold Chain Storage and transfer requirements for the

vaccine is observed/maintained.

- Provide vaccinators who are licensed nurses and under the supervision of a physician during the scheduled administration.
- Courteous and well-trained staff but not limited to: one (1) physician, receptionist, and two (2) nurses.
- Submit photocopies of PRC license of the vaccinators to TPB at least a week before the administration.
- Vaccinators must wear appropriate PPE's during the vaccination and must have been tested for COVID-19 Antigen test with negative result done 72 hours before the actual date of the administration.
- Provide individual immunization record card for each personnel.
- Provide required materials such as but not limited to appropriate cold storage, thermometer, medical supplies (alcohol, cotton balls, syringe, etc.) and other necessary paraphernalia for the vaccination program.
- Disposal of all used materials and articles, especially the needles and syringes.
- Submit a Vaccination Report to the TPB one week after the full implementation.
- PHRDD shall provide a list of entitled TPB personnel for Flu and Pneumonia Vaccine.
- The Service Provider shall make a control system to validate the entitled personnel for the Flu and Pneumonia Vaccine.
- Checklist of what to do in preparation for the Flu and Pneumonia Vaccination and must be submitted to the TPB Medical Officer before the vaccination schedule for distribution to TPB personnel.
- Should the TPB personnel request for additional vials, the personnel shall shoulder its cost, on a personal account (cash-basis).

IV. PROJECT IMPLEMENTATION SCHEDULE:

By Batches : 1st batch = 29 August 2023
 2nd batch = 30 August 2023

V. ADDITIONAL TECHNICAL REQUIREMENTS:

1. Must be duly accredited or licensed by the Department of Health (DOH)
2. Copy of FDA Accreditation for the vaccines
3. At least five (5) years in operation (Provide list of clients (2018-2022))
4. Must provide Consent Forms for TPB personnel

VI. APPROVED BUDGET FOR THE CONTRACT (ABC):

- A. Approved budget for the contract amounting to **THREE HUNDRED NINETEEN THOUSAND PESOS ONLY (PhP319,000.00)** inclusive of all administrative cost and other applicable fees and taxes.

Regular Employees	Flu	P 1,000 x 77 pax	=PhP194,000.00
	Pneumonia	P 3,000.00 x 39 pax	
Job Order Personnel	Flu	P 1,000 x 35 pax	= PhP92,000.00
	Pneumonia	P 3,000.00 x 19 pax	
Resident COA	Flu	P 1,000 x 1 pax	= PhP4,000.00
	Pneumonia	P 3,000.00 x 1 pax	
Administrative Fee	5 % total cost X 2 days		= PhP29,000.00
TOTAL			PhP319,000.00

VII. TERMS OF PAYMENT:

Payment will be on a send-bill arrangement, thirty (30) days upon receipt of Statement of Account/Billing. Bill should cover only actual number of personnel as of date of receipt of Notice to Proceed. Supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION:

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements.

IX. PROJECT OFFICER'S CONTACT INFORMATION:

KAREN A. PADOLINA

Email: karen_padolina@tpb.gov.ph

HAZEL G. FRANCISCO

Email: hazel_francisco@tpb.gov.ph

Cellphone No.: 0969-5626228

LYKA R. RAGOT

Email: lyka_ragot@tpb.gov.ph

Direct Line: 8-524-5739 / Trunkline: 8-525-9318 local 207