

June 11, 2025

## REQUEST FOR QUOTATION

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

**RFQ No.** : **TPB-RFQ 2025.06.168**  
**PR No.** : **2025.06.010**  
**Requirements** : **SERVICE PROVIDER OF THE ANNUAL PHYSICAL EXAMINATION (APE) AND DRUG TEST FOR TPB PERSONNEL AND CONTRACT OF SERVICE (COS) FOR CY 2025**

Quantity	Particulars	Estimated Unit Price	Total Cost (Php)
1 lot	<p><b>Scope of Work/Services</b></p> <ol style="list-style-type: none"> <li>The annual physical examination and drug test shall be conducted on-site at the clinic of the Service Provider.</li> <li>Provision, supply and administration of the following: <ul style="list-style-type: none"> <li><b>Regular Employees</b></li> <li>Annual Physical Examination (APE) and Drug Test</li> </ul> </li> </ol> <p><i>Coverage:</i></p> <ul style="list-style-type: none"> <li><b>One Hundred Two (102)</b> qualified employees with <u>at least one (1) year government service as of 31 May 2025</u></li> <li>Facilitation of services/procedures inclusive of the following: <ol style="list-style-type: none"> <li>Physical Examination</li> <li>Basic Optical Examination (Visual Acuity View)</li> <li>Routine Urinalysis</li> <li>Complete Blood Count with Platelet Count</li> <li>Chest X-ray: Posterior-Anterior (PA) View</li> <li>Blood Chemistry: <ul style="list-style-type: none"> <li>Fasting Blood Sugar</li> <li>Total Cholesterol</li> <li>Uric Acid Determination</li> </ul> </li> </ol> </li> </ul>	PhP579,150.00	PhP579,150.00

	<ul style="list-style-type: none"> <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> <p>g. Dental Consultation/ Examination</p> <p>h. 12 Lead Electrocardiogram</p> <p>i. Pap Smear (for female employees)</p> <p>- <b>Contract of Service</b></p> <ul style="list-style-type: none"> <li>• Drug Test Only</li> </ul> <p><i>Coverage:</i></p> <ul style="list-style-type: none"> <li>• Fifty-Three (53) qualified COS personnel as of 30 April 2025</li> </ul> <p>3. The Service Provider shall comply with the following:</p> <p>a. The Personnel and Human Resources Development Division (PHRDD) shall provide the list of TPB personnel (Regular and COS) eligible to avail of the APE and Drug Test to the Service Provider. The Service Provider shall ensure that only those included in the list shall avail of the APE and Drug Test.</p> <p>b. The Service Provider shall submit to the PHRDD the schedule indicating the availability of all concerned Specialists for the conduct of the APE and Drug Test, within seven (7) calendar days upon conforme of the Notice of Award (NOA).</p> <p>c. The Service Provider is required to submit the following to the TPB Medical Officer in accordance with the prescribed period:</p> <ul style="list-style-type: none"> <li>➤ <b><u>Submit the Electronic copy</u></b> of the APE results to the PHRDD , as follows:</li> </ul>		
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	<table><tr><td>With <b>abnormal or significant findings</b> including the recommendations from examining/evaluating physicians</td><td><b>Within five (5) working days</b> after the conduct of examination</td></tr><tr><td><b>Consolidated report</b> of all TPB personnel who availed of the APE and Drug Test</td><td>Within ten (10) working days after the conduct of examination</td></tr></table> <p>All medical records, laboratory results, and other important information obtained by the Service Provider shall be treated with strict confidentiality and shall be the property of the TPB.</p> <p>d. Must provide Consent Forms for employees.</p> <p>e. The Service Provider shall coordinate with the PHRDD on employees who were unable to receive services during the scheduled activity and shall accommodate those employees in their clinic/facility based on the prescribed schedule.</p> <p>f. Should the TPB personnel request additional tests, the personnel shall shoulder its cost, on a personal account.</p> <p>g. Provide a designated/authorized focal person for proper coordination and scheduling with TPB.</p>	With <b>abnormal or significant findings</b> including the recommendations from examining/evaluating physicians	<b>Within five (5) working days</b> after the conduct of examination	<b>Consolidated report</b> of all TPB personnel who availed of the APE and Drug Test	Within ten (10) working days after the conduct of examination						
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	<p><b>Project Implementation Schedule</b></p> <table><tr><th>Particulars</th><th>Indicative Date/s</th><th>Venue</th></tr><tr><td>APE for Regular Employees</td><td>07 July 2025 to 15 November 2025</td><td rowspan="2">Diagnostic facility within Metro Manila area or within the 10km radius from the TPB Office at Five E-Com Harbor Drive MOA Complex Pasay City</td></tr><tr><td>Drug Test for COS Personnel</td><td>07 to 14 July 2025</td></tr></table> <p>1. The TPB shall schedule a shuttle service twice a week for the duration of the project implementation schedule.</p> <p>2. TPB personnel may opt to go directly to the clinic/facility of the Service Provider on their preferred date and time, within the business hours of the clinic/facility.</p>	Particulars	Indicative Date/s	Venue	APE for Regular Employees	07 July 2025 to 15 November 2025	Diagnostic facility within Metro Manila area or within the 10km radius from the TPB Office at Five E-Com Harbor Drive MOA Complex Pasay City	Drug Test for COS Personnel	07 to 14 July 2025		
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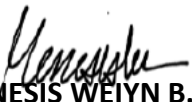
	<p><b>ADDITIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a. Must be duly accredited or licensed by the Department of Health (DOH) both as a diagnostic laboratory and as a drug testing clinic</li> <li>b. At least five (5) years in operation (Provide list of clients from 2019-2025)</li> <li>c. Fully functional equipment (i.e. x-ray and ECG machine, blood chemistry analyzer)</li> <li>d. Able to accommodate from Mondays to Saturdays at 8:00 AM to 5:00 PM in their clinic/facility.</li> </ul>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a. Company profile (New Supplier only)</li> <li>b. SEC/DTI Registration Certificate</li> <li>c. Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> </ul> <p><b>LEGAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>a. PhilGEPS Registration Certificate</li> <li>b. Mayor's Business Permit (2025)</li> <li>c. Income/Business Return Certification</li> <li>d. Omnibus Sworn Statement (<b>Annex "C"</b>)</li> </ul> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>a. Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>b. Omnibus Sworn Statement (<b>Annex "C"</b>)</li> </ul>		
	<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>1. <b>Quotation</b> - All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>		
	<p><b>TERMS OF PAYMENT</b></p> <p>Payment shall be made on a monthly send-bill arrangement based on the actual number of personnel who availed of the services, thirty (30) working days upon receipt of Statement of Account/ Billing and its complete supporting documents.</p> <p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> <li>1. Original copy of Statement of Account/ Billing Statement with detailed costs for all</li> </ul>		

	<p>services rendered to include management fee addressed to:</p> <p><b>ROSSANDRA AMYTHEA Q. CAYAGO</b> Acting Head, Personnel and Human Resources Development Division Tourism Promotions Board 6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines</p> <p>2. Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.</p> <p>3. SOA/Bill shall be based on the actual number of personnel who availed of the services vis-à-vis the list provided by the PHRDD.</p> <p>4. Copy of Official Receipt</p> <p>Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p> <p>Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.</p>		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>PhP579,150.00</b>

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to the email addresses [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **17 June 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

  
**GENESIS WEIYN B. LEE**  
 Acting Head,  
 Procurement Management Division

**CONTACT PERSON: JOSE T. DUCUSIN, JR.**

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (comply /not comply)</b>
A.	<b>Service Provider of the Annual Physical Examination (APE) and Drug Test for TPB Personnel and Contract of Service (COS) for CY2025</b>	1 lot	
	<p><b>Scope of Work/Services</b></p> <ol style="list-style-type: none"> <li>The annual physical examination and drug test shall be conducted on-site at the clinic of the Service Provider.</li> <li>Provision, supply and administration of the following: <ul style="list-style-type: none"> <li><b>Regular Employees</b></li> <li>Annual Physical Examination (APE) and Drug Test</li> </ul> </li> </ol> <p><i>Coverage:</i></p> <ul style="list-style-type: none"> <li><b>One Hundred Two (102)</b> qualified employees with <u>at least one (1) year government service as of 31 May 2025</u></li> <li>Facilitation of services/procedures inclusive of the following: <ol style="list-style-type: none"> <li>Physical Examination</li> <li>Basic Optical Examination (Visual Acuity View)</li> <li>Routine Urinalysis</li> <li>Complete Blood Count with Platelet Count</li> <li>Chest X-ray: Posterior-Anterior (PA) View</li> <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,</li> </ul> </li> </ol> </li> </ul>		

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**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**Jurat**

*[Format shall be based on the latest Rules on Notarial Practice]*