



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9383601
Procuring Entity	PHILIPPINE RECLAMATION AUTHORITY
Title	ANNUAL PHYSICAL EXAMINATION AND RANDOM DRUG TESTING FOR 159 PEATC EMPLOYEES
Area of Delivery	Metro Manila

Solicitation Number:	22-12-1233	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Diagnostic and Laboratory Services	Date Published	29/12/2022
Approved Budget for the Contract:	PHP 556,500.00	Last Updated / Time	29/12/2022 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	03/01/2023 17:00 PM
Client Agency:			
Contact Person:	Angela Rodrigo BAC Secretariat Member PNOG Bldg. 3, PNOG Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph		

Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

REQUIRED SUPPORTING DOCUMENTS (attachment to your quotation):

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit for 2022
4. Notarized Omnibus Sworn Statement (with notarized Secretary Certificate for partnership or corporation)
5. Latest Income/Business Tax Returns

Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the required supporting documents. You may send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOC Compound
Energy Center, Rizal Drive
Bonifacio Global City
Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. Online submission is preferred. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

You may write your queries and concerns to bac@pea.gov.ph.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ANNUAL PHYSICAL EXAMINATION & RANDOM DRUG TESTING	For 159 PEATC Employees	1	Lot	556,500.00

Other Information

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at www.pea.gov.ph.

Created by Angela Rodrigo

Date Created 28/12/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

REQUEST FOR QUOTATION (Small Value Procurement)

Date: _____

Project Name:	ANNUAL PHYSICAL EXAMINATION AND RANDOM DRUG TESTING FOR 159 PEATC EMPLOYEES	PhilGEPS Ref. No.:	9383601
		Approved Budget for the Contract (ABC):	₱ 556,500.00
		Closing Date:	03 January 2023

INSTRUCTIONS:

<ol style="list-style-type: none"> 1. Do not alter the contents of this form in any way. 2. Bidder shall provide correct and accurate information required in this form. 3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ. 5. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required). 6. Indicate the brand name of the offered item/s (if applicable). 7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified. 8. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. 9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). ONLINE SUBMISSION IS PREFERRED. 10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Mayor's/Business Permit for 2022 ✓ Notarized Omnibus Sworn Statement (With Secretary Certificate for partnership/ corporation) ✓ Latest Income/Business Tax Returns <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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SUPPLIER INFORMATION (Fill-out completely):

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address and Website		Email Address:	
		Contact Number:	

OFFICIAL QUOTATION FROM THE SUPPLIER:

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME <i>(if applicable)</i>	UNIT PRICE*	TOTAL PRICE <i>(Unit Price x Qty)*</i>
1.	1	lot	ANNUAL PHYSICAL EXAMINATION AND RANDOM DRUG TESTING FOR PEATC EMPLOYEES			
			Refer to attached Terms of Reference			
			Service to commence within ten (10) days from receipt of Notice to Proceed			
			Location: PEA Tollway Compound, Aguinaldo Blvd, Coastal Road Paranaque City			
GRAND TOTAL IN PHILIPPINE PESO:						

*Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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TERMS AND CONDITIONS (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s:
 - Delivery **Service to commence within ten (10) days from receipt of Notice to Proceed**
 - Pick-up
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
 - Not Applicable
 - Applicable warranty period shall be _____.
5. Indicate if quotation is:
 - VAT INCLUSIVE
 - NON-VAT (**ATTACH CERTIFICATION**)
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

TECHNICAL SPECIFICATIONS

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
I. Conduct of Service between December 2022 – February 2023		
II. SCOPE OF WORK: 1. Annual Physical Examination for 159 PEATC employees to include the following: 1) Complete blood count 2) Urinalysis 3) Fecalalysis 4) Chest X-Ray 5) Eye refraction 6) Fasting blood sugar, cholesterol, creatinine, triglycerides, BUN and Lipid profile 7) Prostate Specific Antigen (PSA) 8) Electrocardiogram for 119 employees (27 female, 92 male) who are 35 years old and above 9) Paps smear for 27 female employees that are 35 years old and above 2. Random Drug Testing for 20 employees 3. Submit required documents for pre-selection process. 4. Submit proposal based on PEATC requirements. 5. Submit proposal detailing the coverage and costs. 6. Once approved (awarded), submit conforme letter with cost and details of services to be provided. 7. Submit the APE and Random Drug Testing results within 30 days upon completion of pending/follow up, if any.		

Quoted by:

Signature Over Printed Name of Authorized Representative :	Position:
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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
III. Engagement shall be on a per Availment basis. Billing statement shall be submitted after the submission of the APE and ROT results.		
IV. All information pertaining to the above activity shall be treated with utmost confidentiality.		
V. Venue: PEATC Compound, Aguinaldo Blvd., Coastal Road, Parañaque City.		
VI. Other provisions as stipulated in the Terms of Reference (attached)		
Note: <ul style="list-style-type: none"> • Master list of employees and other information as maybe required/requested. • Other pertinent documents as maybe requested. 		
<p style="text-align: center;">For queries on the service being procured, please email bac@pea.gov.ph</p>		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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TERMS OF REFERENCE

Annual Physical Examination (APE) for 159 PEATC Regular Employees
and Random Drug Testing (RDT) for 20 employees

A. BACKGROUND

This document has been prepared to define the common criteria which will form the bases for the short listing of service providers from among those who/which have submitted the proposals. The proposals and other related procedure shall, in turn, be the bases for PEATC in selecting the most competitive offer from among the short listed service providers.

The PEA Tollway Corporation (PEATC), a subsidiary of Philippine Reclamation Authority (PRA) is mandated to manage the full operation and maintenance of the Manila – Cavite Toll Expressway Project (MCTEP), currently known as Cavitex, operating twenty-four (24) hours daily, throughout the year, to always ensure the safe and unimpeded flow of traffic, except when unexpected circumstances occur at the carriageway beyond the control of PEATC.

B. OBJECTIVE

To provide all PEATC Regular Employees with Annual Physical Examinations (APE) and Random Drug Testing (RDT) for the year 2022 as part of the employee's welfare and benefit.

C. COVERAGE

All regular employees at the time of the Annual Physical Examination and Random Drug Testing for twenty (20) employees.

D. SCOPE OF WORK

The service provider shall provide the following:

1. Annual Physical Examination which includes the following:
 - a. Complete blood count
 - b. Urinalysis
 - c. Fecalalysis
 - d. Chest X ray
 - e. Electrocardiogram (for 35 years old and above)
 - f. Paps smear (for 35 years old and above, female)
 - g. Eye refraction
 - h. Fasting blood sugar, cholesterol, creatinine, triglycerides, BUN and Lipid profile
 - i. Prostate Specific Antigen (PSA)
2. Random Drug Testing for 20 employees
3. Submit required documents for pre-selection process.

4. Submit proposal based on PEATC requirements. (only short listed health company/firm shall submit for consideration).
5. Submit proposal detailing the coverage and costs.
6. Once approved, submit conforme letter with cost and details of services to be provided.
7. Submit the APE and Random Drug Testing results within 30 days upon completion of pending/follow up, if any.

E. INFORMATION AND FACILITIES TO BE PROVIDED BY PEATC

PEATC shall provide the following:

1. Venue
2. Masterlist of employees and other information as maybe required/requested.
3. Other pertinent documents as maybe requested.

F. PROPOSAL SPECIFICATION

The proposal shall comply with the following specifications:

1. A statement indicating appreciation or clear understanding of the scope of services stipulated on this TOR
2. The proposal shall be addressed to The Procurement Specialist, PEA Tollway Corporation

G. DATE OF EXAMINATION

The APE shall be conducted on December 2022 but not beyond February 2023 and upon completion of all the requirements by the procuring entity and service provider.

H. OTHER INFORMATION / REQUIREMENT

1. Engagement shall be on a per availment basis. Billing statement shall be submitted after the submission of the APE and RDT results.
2. All information pertaining to the above activity shall be treated with utmost confidentiality.

Prepared by:

AURA R. SIMON
HR Assistant


DARWIN J. AREVALO
HR Office/Legal Coordinator

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]