Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC-2024-02
Date	05 February 2024

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Annual Physical Examination (APE) Services for PEZA Employees**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 819,000.00**
Deadline of Submission of Bid	**February 19, 2024 3:00 p.m.**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee (BAC), 8th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K *Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.*
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (*For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR*) **or** Latest Business Tax Return filed via eFPS (*Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date*)
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact BAC Secretariat and or PPRG at telephone nos. (02) 8551-3438 / (02) 85513451 local 222 or 85513429 or bacsec@peza.gov.ph.

GM ANIDELLE JOY M. ALGUSO
BAC Chairperson

RFQ No.	BAC-2024-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

GM ANIDELLE JOY M. ALGUSO
BAC Chairperson
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear GM Alguso:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Description	Bid Price (PHP)
Procurement of Annual Physical Examination (APE) Services for Four Hundred Ninety-Four (494) PEZA Employees (Please see attached technical specifications for reference)	Php
	(Inclusive of VAT)

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"

Technical Specifications

QTY	Specifications	Statement of Compliance *(State whether "Comply" or "Not comply")*
1 LOT	**Name of the Project:** Procurement of Annual Physical Examination (APE) Services for Four Hundred Ninety-Four (494) PEZA Employees	
	Terms of Reference **I. Activity** Provision, supply and delivery of the CY 2023 Annual Medical and Physical Examination (APE) for PEZA employees	
	II. Coverage All PEZA employees reporting to the Head Office, private economic zones and Joint PEZA Customs Office in Luzon, with breakdown as follows: Total Female : 279 Total Male : 215 Total No. of Employees : 494 The Human Resources Development Department (HRDD) shall provide the list of PEZA employees who are required to undergo the APE. The list will only contain the name and sex at birth of the employee.	
	III. Total Approved Budget: **Eight Hundred Nineteen Thousand in Philippine Peso** (Php 819,000.00)	
	IV. Scope of Services a. Complete blood count (all employees) b. Urinalysis (all employees) c. Stool examination (all employees) d. Chest x-ray (all employees) e. Electrocardiogram (for 35 years old and above or if prescribed) – (244 employees) f. Pap smear (for female, 35 years old and above or if prescribed) – (117 employees) g. Fasting blood sugar (all employees) h. Lipid profile (cholesterol, HDL, LDL, VLDL, triglyceride) (all employees) i. Medical consultation (all employees) j. Visual acuity (all employees)	

V. Terms and conditions

a. Diagnostic procedures shall be done at the PEZA Head Office at Double Dragon in Pasay, Cavite Economic Zone in Rosario Cavite and/or at the clinic of the Service Provider.
   i. A checklist of what to do in preparation for the APE shall be submitted to HRDD for distribution to PEZA employees. During x-ray, the Service Provider may provide a guide on what employees may wear in lieu of the laboratory gown to avoid sharing and contamination during the procedure.
   ii. PEZA employees who are unable to participate during the schedule of the APE shall undergo the procedures at the clinics / branches stated in the list given by the Service Provider.
   iii. The Service Provider shall provide APE services to walk-in PEZA employees upon presentation of referral slip signed by the PEZA Clinic.

b. The Service Provider shall have the following attributes:
   i. Valid license to operate issued by the Department of Health (DOH).
   ii. Valid registration with Philippine Government Electronic Procurement System (PhilGeps).
   iii. Must have standalone clinic located at the National Capital Region that can accommodate PEZA employees who may not be able to attend during the on-site schedule at PEZA Head Office.
   iv. Has provided satisfactory APE services to at least ten (10) companies classified as large enterprises (employing at least 200 personnel) in the last five (5) years.
      1. Certificate of Satisfactory Completion from at least three (3) companies in the past twelve (12) months shall be provided
      2. Contact information of past clients shall be provided
   v. Fully functional equipment (i.e. X-ray, ECG machine, blood chemistry analyzer) and consumables necessary for testing services shall be provided during the APE.
      1. PEZA may conduct inspection of the clinic of service provider to verify the presence of fully functional equipment.
      2. PEZA shall not be liable for breakdown / malfunctioning of any equipment and thus, liability arising from them shall be borne by the Service Provider.
      3. Specimens taken from employees must be properly identified through barcoding of specimens and / or computerized sticker labels to prevent errors or mix-up of samples.
      4. Disposal of sharps and biomedical wastes shall be borne by the Service Provider.
   vi. Courteous and well-trained personnel composed of at least:
      1. two (2) clinic assistants who will assist during registration / vital signs recording;
      2. four (4) blood extractors;

	3. one (1) optometrist; 4. three (3) physicians (1 male and 2 female) and 5. one (1) radio-technologist. vii. The APE service will be available for two (2) consecutive weekdays at PEZA Head Office for the diagnostic procedure from 7:00 am to 5:00 PM at a common agreed schedule and another day for Cavite Economic Zone viii. One-on-one medical consultation at PEZA Head Office and Cavite Economic Zone for one (1) day with at least two (2) medical doctors on the day of the release of the official results. c. A consolidated report of the APE providing the physician's findings, patient's history and laboratory results must be submitted by the Service Provider in soft and printed copy to the HRDD. The Service Provider must utilize computerized systems for client database build-up. d. The Service Provider shall have measures in place in compliance with the Data Privacy Act to protect the rights of PEZA employees this shall include: i. Securing of written consent to collect personal information relevant to the APE ii. Safeguarding the privacy and security of personal data collected e. The Service Provider is required to submit the following to the HRDD in accordance with the prescribed period: i. Schedule of prices per procedure or examination conducted; ii. Advance copy of the APE results of employees with abnormal findings within seven (7) calendar days after the scheduled date and it shall include the recommendations from the examining/evaluating physicians; iii. 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. iv. Written report of employees who failed to undergo and / or complete the APE on the third day of the succeeding month.	
	VI. Terms of payment a. Payment shall be based on the actual cost of the specific procedures availed of by the employee. b. The Service Provider shall forward the Statement of Account (SOA) and other pertinent documents especially the consolidated report for the services rendered within ten (10) working days from the last scheduled testing/screening date. c. The HRDD shall review and validate the above-mentioned documents within three (3) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Service Provider for appropriate action.	

		d. The end-user shall have a period of fifteen (15) working days to process payment that shall commence after completion of the review and validation of the following documents submitted by the Service Provider: i. Statement of Account ii. Transmittal list that shall contain the following information-name of employee, date of examination/procedures, types of procedures /examination and payment due for each employee. e. All payments shall be subject to existing government accounting and auditing rules.	
	VII.	**Project duration** a. The duration of the project shall not exceed two (2) months upon issuance of a notice to proceed to the Service Provider but in no case shall go beyond date January 2024 b. Notwithstanding any provisions to the contrary, PEZA shall have the right, power and privilege to terminate the services of the Service Provider pursuant to Annex "I" of the 2016 revised implementing rules and regulations (IRR) of RA 9184 and related issuances.	
	VIII.	**Penalty clauses** a. In case the Service Provider fails to render the APE procedure and/or examinations as scheduled for any reason whatsoever, the Service Provider shall be liable for damages pursuant to Section 68 of the 2016 revised IRR of RA 9184 and associated issuances. b. The Service Provider shall not assign or sub-contract the services or any portion thereof without the prior written approval of PEZA. Violation of this condition may be a ground for the cancellation of the Contract by PEZA.	

AUTHORIZED SIGNATORY:_____

(Signature over Printed Name)

DATE :_____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address
- Submit the filled-up (Annexes A and B) Forms manually at the following address;
- **Manually** : 8th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
- Delivery Period: Within 15 calendar days upon receipt of NOA/ Contract/ PO/ WO
- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice Billing Statement.
- Winning Bidder must deliver the items/services to the following address:
  8th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City