Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC-2025-20
Date	11 August 2025

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC), intends to undertake Small Value Procurement in accordance with Section 34 of the Implementing Rules and Regulations of the Republic Act No. 12009 or the New Government Procurement Act.

Name of Procurement Project	**Procurement and Supply of Annual Physical Examination of PEZA Employees**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	PhP1,415,385.00
Deadline of Submission of Bid:	08 September 2025, 01:00 PM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **PEZA Bids and Awards Committee, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) Note: o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; o For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	Annual Income Tax Return Note: o **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); **and** o **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 of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact the **PEZA Bids and Awards Committee** at **8551-3451 loc. 338** or send us an email at **bacsec@peza.gov.ph**.

ROWENA T. NAGUIT
Chairperson

RFQ No.	BAC-2025-20

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
BAC CHAIRPERSON
9th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

Dear Madam:

After having carefully examined the Terms and Conditions of this Request for Quotation (RFQ) and duly observed the Instructions to Bidders, we hereby submit our quotation/s (inclusive of VAT) for your consideration, covering the following items:

No.	Description	Total Bid Price
1 Lot	Procurement and Supply of Annual Physical Examination of PEZA Employees *(Bid Price must be inclusive of VAT and other charges)*	**PhP**
	Total	

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ 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 SPECIFICATION

Procurement and Supply of Annual Physical Examination of PEZA Employees

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

PROCUREMENT OF ENHANCED DOCUMENT VERIFICATION FOR THE OFFICE OF THE DIRECTOR GENERAL	
INFORMATION	**Statement of Compliance** State whether "Comply" or "Not Comply"
I. ACTIVITY	
Provision, supply, and delivery of the CY 2025 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 : **255** Total Male : **188** Total No. of Employees: **443** 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:	
- PhP1,415,385.00	
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) – (221 employees) f. Pap smear (for females, 35 years old and above or if prescribed) – (106 employees) g. Fasting Blood Sugar (all employees)	

h. Hemoglobin A1C (all employees) i. Lipid profile (cholesterol, HDL, LDL, VLDL, triglyceride) (all employees) j. Medical consultation (all employees) k. Visual acuity (all employees)	
V. TERMS AND CONDITIONS	
A. Diagnostic procedures shall be done at the PEZA Head Office at Double Dragon in Pasay City, 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 a 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 the Philippine Government Electronic Procurement System (PhilGEPs). III. Must have a standalone clinic located in the National Capital Region that can accommodate PEZA Employees who may not be able to attend during the on-site schedule at the 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 an inspection of the clinic of the service provider to verify the presence of fully functional equipment. 2. PEZA shall not be liable for breakdown/malfunction 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 07:00 am to 05:00 pm at a common agreed schedule. VIII. One-on-one medical consultation at PEZA Head Office for one (1) day with at least two (2) medical doctors on the day of the release of the official results.	
C. Calibration of Medical Equipment Ensure that all equipment used during the APE, including but not limited to blood pressure monitors, ECG machines, thermometers, stethoscopes, weighing scales, and laboratory equipment, is properly calibrated before use. Provide certification of calibration for all devices used, ensuring compliance with applicable Philippine standards, including but not limited to: Republic Act No. 9236 (Philippine Standards Act); Department of Health (DOH) standards. Calibration should be conducted by licensed professionals with accredited calibration equipment and methods.	
D. 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 copies to the HRDD. The Service Provider must utilize computerized systems for client database build-up.	
E. The Service Provider shall have measures in place in compliance with the Data Privacy Act to protect the rights of PEZA Employees, which shall include: I. Securing written consent to collect personal information relevant to the APE II. Safeguarding the privacy and security of personal data collected	
F. 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 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 it go beyond January 2026	
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 Services 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 subcontract 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.	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Desgination: _____

Date: _____

ANNEX "C" Terms and Conditions	
I. **SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	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 - Copy of Proposal, if applicable
II. **TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee, 8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III. **DELIVERY PERIOD**	Delivery Period: within 30 calendar days upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details)
IV. **TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement
V. **DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the follc address: Philippine Economic Zone Authority, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City