



Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines
 Telephone Nos. 09178004526(Globe) ; 09178130852 (Globe) loc. 144/142/143/144
 Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : 23-07-638
 PR No. : 23-07-E-425

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than July 24, 2023.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.


JUL 20 2023
RAYMUND JOSEPH P. MACARANAS
 Authorized Official

 Buyer/Canvasser

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model	
1	51	pax	Male Employees (Permanent)		
2	60	pax	Female Employees (Permanent)		
			Conduct of Medical Check up for PHilMech Employees, which include the following range of laboratory/ diagnostic tests and services: A. Complete History and Physical Examination B. Laboratory Tests 1. Hematology/ Serology -Complete Blood Count 2. Blood Chemistry • Lipid Profile (Cholesterol, Triglycerides, HDL cholesterol, LDL- Cholesterol) -Creatinine -Fasting Blood Sugar - Uric Acid 3. Hepatitis Profile 4. Urinalysis 5. Fecalalysis C. X-ray Examination 1. Chest X-ray (PA view and Lateral View) 2. Upper Gastro Intestinal Series D. Electrocardiogram (ECG) E. Abdominal ultrasound F. Breast Ultrasound (Females, aged 40 and below) G. Mammography Females, aged 40 and above) H. Pap Smear (Females) I. Prostate Ultrasound (Males) II. Drug Test III. Provision of supplies, materials and equipment necessary for the conduct of Executive Check up IV. Submission of a summary list/ medical profile of employees		



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			as per attached Terms of Reference			
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Delivery Period : _____
Price validity : _____
Warranty : _____
Terms of Payment : _____



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General Conditions

1. The Approved Budget for the Contract (ABC) is 970,500.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1 | Current Mayor's/Business Permit |
| <input type="checkbox"/> | 7.2 | DTI/SEC Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.3 | BIR Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.4 | PhilGEPS Registration Certificate (Platinum) all pages |
| <input checked="" type="checkbox"/> | 7.5 | Omnibus Sworn Statement |
| <input checked="" type="checkbox"/> | 7.6 | Income/Business Tax Return |
| <input type="checkbox"/> | 7.7 | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | 7.8 | PCAB License (Infra.) |
| <input type="checkbox"/> | 7.9 | Net Financial Contracting Capacity (NFCC) |
| <input type="checkbox"/> | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/> | 7.11 | Others |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:
Name of Bank: _____
Bank Branch: _____
Account Name: _____
Account No.: _____

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

Printed name and signature of Authorized Representative

Designation: _____

Company Name: _____

~~Business Address: _____~~

~~PhilGEPS Registration No.: _____~~

TIN: _____

Contact No/s.: _____

Email Address: _____



Republic of the Philippines
Department of Agriculture

**PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND
MECHANIZATION (PHilMech)**

CLSU Compound, Science City of Muñoz, Nueva Ecija

TERMS OF REFERENCE

PROCUREMENT OF MEDICAL-PHYSICAL EXAMINATION FOR PHILMECH EMPLOYEES

I. RATIONALE

The Philippine Center for Postharvest Development and Mechanization (PHilMech) as an employer looks into and takes care of the health and physical well-being of its employees. It seeks to promote prevention of diseases and undertakes to provide mandatory Medical Checkup for all DA-PHilMech permanent employees. This is also in consonance with Joint Circular No. 01, executed by the Department of Budget and Management (DBM), the Department of Health (DOH) and the Philippine Health Insurance Corporation (PHIC/ PhilHealth) pursuant to AO No. 402 mandating the establishment of a medical checkup program for all government employees.

II. SCOPE OF WORK

The Service Provider shall be contracted to conduct the Medical Checkup with the following scope:

1. Conduct the required Medical Checkup for all DA-PHilMech permanent employees based on the comprehensive range of diagnostic tests and services, which include the following packages:
 - I. Complete History and Physical Examination
 1. Laboratory Tests
 1. Hematology/ Serology
 1. Complete Blood Count
 2. Blood Chemistry
 1. Lipid Profile (Cholesterol, Triglycerides, HDL-cholesterol, LDL- Cholesterol)
 2. Creatinine
 3. Fasting Blood Sugar
 4. Uric Acid
 3. Hepatitis Profile
 4. Urinalysis
 5. Fecalalysis
 2. X-ray Examination
 1. Chest X-ray (PA view and Lateral View)
 2. Upper Gastro Intestinal Series
 3. Electrocardiogram (ECG)
 4. Abdominal ultrasound
 5. Breast Ultrasound (Females, aged 40 and below)
 6. Mammography (Females, aged 40 and above)
 7. Pap Smear (Females)
 8. Prostate Ultrasound (Males)
 - II. Drug Test
2. Provide supplies, materials and equipment necessary for the conduct of Medical Checkup at a place/ venue convenient for both parties;



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3. Conduct of a Health and Wellness Seminar, virtually or at the PHilMech Compound, prior to the schedule of medical checkup;
4. Provide an examining physician who shall give priority and finish the Medical checkup of PHilMech employees;
5. Provide a substitute examining physician, in case of unavailability of the designated examining physician on a particular scheduled day of examination;
6. Individual discussion of results after the conclusion of the laboratory analysis;
7. Furnish PHilMech employees individual copies of the laboratory results **within the day** of the examination (*with a summary of significant medical findings and laboratory examinations done*);
8. Further, a summary of the laboratory results shall also be made available to the PHilMech, through the PHilMech Human Resource Management Section (HRMS) (*with a summary of significant medical findings and laboratory examinations done*). The PHilMech- HRMS shall ensure confidentiality of the information;
9. In case of repeat laboratory test/s or follow up diagnostic procedure/s or referral to specialty doctors, the contracted service provider shall also grant discounts on said laboratory work- up/s and professional fees, being a government employee client/ patient;
10. Implementation and conduct of medical checkup shall be done as scheduled. (*Refer to list provided by the PHilMech- HRMS*)
11. In case of failure of the PHilMech employee to undergo the medical checkup on his/ her designated scheduled date of examination, the contracted service provider shall conduct examination on the re- scheduled date upon presentation of a referral slip to be issued by the PHilMech HRMS, within the contract period, **but not to exceed two (2) times of being unable to undergo such examination.**

III. DURATION AND DELIVERY OF SERVICE

The contract duration of the Medical Checkup shall be for at least **one (1) month at a minimum of ten (10) employees per day**, only for the permanent PHilMech employees, with the specific dates in the month, as stated. The schedule of the Medical Checkup shall be provided by the PHilMech- HRMS to the service provider at least two (2 weeks) prior to the date of checkup of the employee/s. Notice of rescheduling, but only in exceptional cases, shall also be made known, in advance, to the hospital/ provider.

IV. BILLING AND PAYMENT

- A. For services actually rendered, as certified by the PHilMech- HRMS based on the rates prescribed in quotation of canvass/ proposal, the PHilMech shall pay the contracted service provider the amount as indicated in the Statement of Account provided by the service provider every week, exclusive of all taxes and other required government fees.



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- B. PhilMech shall remit to the service provider the payment of Medical Checkup expenses incurred by its employees (based on actual), **within fifteen (15) days from receipt of respective billing statements**, the examination results and other required documents, if any, in accordance with the existing accounting and auditing rules and regulations.

We have discussed and hereby agree to the foregoing terms and conditions:

**Philippine Center for Postharvest
Development and Mechanization
(PHilMech)**

CONFORME:

By: **DIONISIO G. ALVINDIA, PhD.**
Director IV
*Philippine Center for Postharvest
Development & Mechanization (PHilMech)*

Date

Signed in the presence of:


JERRY F. AVELLANOZA
Acting Chief, Administrative Division
*Philippine Center for Postharvest
Development & Mechanization (PHilMech)*

6/27/23
Date



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**PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND
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ANNEX 1.

MEDICAL-PHYSICAL EXAMINATION FOR PHILMECH EMPLOYEES

Procedures based on the Terms of Reference	No. of Employees who will undergo the Procedure
I. Complete History and Physical Examination	
1. Laboratory Tests	111
1. Hematology/ Serology	111
1. Complete Blood Count	111
2. Blood Chemistry	111
1. Lipid Profile (Cholesterol, Triglycerides, HDL- Cholesterol, LDL- Cholesterol)	111
2. Creatinine	111
3. Fasting Blood Sugar	111
4. Uric Acid	111
3. Hepatitis Profile	111
4. Urinalysis	111
5. Fecalalysis	111
2. X-ray Examination	
1. Chest X-ray (PA view and Lateral View)	111
2. Upper Gastro Intestinal Series	111
3. Electrocardiogram (ECG)	111
4. Abdominal ultrasound	111
5. Breast Ultrasound (Females, aged 40 and below)	21
6. Mammography (Females, aged 40 and above)	39
7. Pap Smear (Females)	60
8. Prostate Ultrasound (Males)	51
II. Drug Test	111
III. Complete History and Physical Examination	111