



REQUEST FOR QUOTATION

DATE: 15 NOVEMBER 2023

Supplier: _____

Address: _____

Dear Sir/Madam:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in the table below, and at the dorsal portion of this form. We would appreciate receiving your offer in this form duly accomplished and signed by you or your authorized representative:

Submission of Quotation	Delivery Terms	Payment Terms
<p>Closing Date & Time: 20 NOVEMBER 2023 AT 12:00NN</p> <p>Via E-mail or Fax to: ranjev.garcia@ro.mwss.gov.ph</p> <p>Submit Eligibility Documents/ Info:</p> <p>PhilGEPS Registration; TIN; Business Permit.</p>	<p>1. Delivery in accordance with the Deliverables and Duration of Engagement of the Terms of Reference (TOR).</p> <p>2. Delivery within ____ days from the receipt of check payment.</p> <p>3. Place of delivery: MWSS Regulatory Office Katipunan Ave., cor. H. Ventura Street, Brgy. Pansol Quezon City, Manila</p>	<p>1. Release of payment in accordance with the Terms of Payment of the TOR.</p> <p>2. ____ days preparation of check upon the acceptance of P.O.</p> <p>3. <input checked="" type="checkbox"/> Check or ____ Cash</p> <p>4. <input checked="" type="checkbox"/> Full or ____ Partial ____ % Bal. _____</p>

Thank you very much.

Very truly yours,

RAMONA A. JAVIER
Department Manager

Date: _____

The Manager:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the items as follows: (please indicate number of pages/sheets including this page (1 of _))

Particulars/ Descriptions / Specifications	Estd. Cost / Approved Budget	OFFER		
		Qty/Units	Unit Price	Total
<p>PR No. 23-189 Medical Laboratory and Diagnostic Services for the Annual Physical Examination (APE) of the MWSS RO for CY 2023</p> <p>Refer to the attached TOR.</p>	P870,000.00	1 lot		
		If any, Delivery/Pick-up Terms: _____ Payment Terms: _____		
Amount in Words: _____		TOTAL: _____		
Our Legal Documents/Eligibility Information: PhilGEPS Reg. No.: _____ TIN: _____ Business Permit No.: _____ Issued at: _____ Expiry Date: _____		Signature Over Printed Name Contact No.: _____ Email Address: _____		





TERMS AND CONDITIONS:

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN **THIRTY (30)** CALENDAR DAYS FROM DATE OF QUOTATION.
2. The following requirements must be submitted PRIOR to: ☒ submission of offer/s; ☐ evaluation of offer/s; or ☐ issuance of Notice of Award (please check one)

(Please check one)

- ☐ Direct Contracting
- ☐ Shopping
- ☒ NP-Small Value Procurement
- ☐ Lease of Venue

Mayor's Permit	Curriculum Vitae (Consulting)	PhilGEPS No.	Income, Business Tax Returns	Omnibus Sword Statement
✓		✓	✓ For ABC above P500K	
✓		✓		
✓	✓	✓	✓ For ABC above P500K	✓ For ABC above P50K
✓ Except for gov't agency		✓ Except for gov't agency	✓ Except for gov't agency	

*For individuals engaged under Small Value Procurement, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

3. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for awarding to the next lowest complying quotation.
4. AWARDEE shall pick up purchase order(s) issued in his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
5. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a minimum fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The procurement service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA-9184 and its IRR-A.
6. All deliveries by suppliers shall be subject to inspection and acceptance by the MWSS Regulatory Office. All necessary laboratory tests undertaken by the MWSS Regulatory Office on the item(s) shall be for the account of the supplier.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the MWSS Regulatory Office, within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/good(s) purchased shall be deducted for each day of delay in the delivery of the product(s)/good(s) ordered.
10. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
11. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the MWSS Regulatory Office.
12. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

AN WATERWORKS & SEWERAGE SYSTEM
REGULATORY OFFICE

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
MEDICAL LABORATORY AND DIAGNOSTIC SERVICES**

I. RATIONALE

Pursuant to Administrative Order No. 402, s. 1998 "Establishment of the Annual Medical Check-up Program for Government Personnel", and the DOH-DBM-PHIC Joint Circular No. 01 s.1998 for the Rules implementing the Provisions of AO No. 402. In addition, the Civil Service Commission Resolution No. 33 dated December 22, 1997 which promulgates and adopts the policy that all government offices shall provide Annual Mental and Medical-Physical Examination considering that the physical well-being of government employees have significant impact on the efficiency and effectiveness of the delivery of public service, in the meantime that this benefit is not yet integrated under the National Health Insurance Program being administered by the Philippine Health Insurance Corporation (PHIC).

II. GENERAL OBJECTIVE

The MWSS Regulatory Office (MWSS RO), as a government agency, aims to offer essential preventive Medical Laboratory and Diagnostic services to eligible MWSS RO employees. These primary preventive healthcare services will grant the MWSS RO employees access to good-quality preventive healthcare services. The Administration Department is set to organize the Annual Physical Examination (APE) for the year 2023. This will involve partnering with a provider of Medical Laboratory and Diagnostic Services to facilitate the APE for eligible MWSS RO employees. Furthermore, the outcome of the APE will service as a vital health information database for MWSS RO employees, ensuring their physical fitness to carry out their professional responsibilities.

III. ELIGIBILITY REQUIREMENTS

1. Must have a valid PhilGEPS registration;
2. Must have a valid License to Operate issued by the Department of Health following the Standards and Requirements of Administrative Order (AO) No. 2007-0027, or in case of recently expired license: copy of recently expired License to Operate and proof of renewal (e.g. Official Receipt). The valid License shall be submitted prior contract implementation;
3. Must have at least two (2) clinics/branches within Metro Manila and at least one (1) in Quezon City operating at least six (6) days a week;



4. Must have satisfactorily completed a contract similar to the contract to bid, with an amount equivalent to at least 50% of the Approved Budget for the Contract (ABC). "Similar contract" is defined as "contract of APE with a Government agency".

IV. SCOPE OF WORK

Provide medical laboratory, diagnostic and follow-up consultations for the APE Package of the **fifty-eight (58)** qualified MWSS RO employees which shall cover the following:

No.	Particulars	Bid Price per Employee
1.	Physical Examination	
2.	Routine Urinalysis	
3.	Basic Optical Examination (Visual Acuity View)	
4.	Complete Blood Count with platelet count	
5.	Chest X-ray (Plain): Posterior-Anterior (PA) View	
6.	12 Lead Electrocardiogram (ECG)	
7.	Blood Typing	
8.	Fecalysis with Occult blood (Ova and parasites, amoeba).	
9.	Blood Chemistry to include: Fasting Blood Sugar, Total Cholesterol and Uric Acid Determination, Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine	
10.	Abdominal ultrasound (liver, spleen, pancreas, adrenals, gallbladder, kidneys and urinary bladder);	
11.	Prostate Specific Antigen (PSA) for the <u>twenty (20) males above 40 years old;</u>	
12.	Prostate Ultrasound for the <u>twenty (20) males above 40 years old;</u>	
13.	Breast Ultrasound for <u>Nine (9) females above 40 years old;</u>	
14.	Pap's Smear for nine (9) females above 40 years old;	
Other services offered free of charge, if any:		Free

No.	Particulars	Bid Price per Employee
	Total Bid Price Per Employee	
	Total Bid Price for the Contract: (No. of employees 58 x PhP _____) Amount in words:	PhP
We hereby offer the above Bid Price for the APE 2023 of the MWSS RO.		
	Company Name _____	Signature over Printed Name of Authorized Representative _____
		Date _____

V. OBLIGATIONS OF THE SERVICE PROVIDER.

No.	Particulars
1.	Provide the prescribed laboratory/diagnostic procedures to all the fifty-eight (58) qualified employees of the MWSS RO as provided by the Administration Department-HR within a period of six (6) months commencing upon acceptance of the Contract.
2.	Provide the Medical Laboratory, Diagnostic and follow-up Consultations to qualified MWSS RO employees.
3.	Provide supplies and materials necessary for the conduct of the laboratory/diagnostic procedures as specified in Section IV;
4.	Comply with prescribed diagnostic/laboratory procedures specified in Section IV hereof;
5.	Provide physicians for medical interpretation of results, health advice and/or prescription of medicines, if necessary;
6.	Issue a Statement of Account to the MWSS RO indicating the cost components availed by the employee in the APE Package including records of test results;
7.	Allow qualified MWSS RO employees to undergo the APE at any of the clinics/branches stated in the List of Clinics/Branches upon presentation of an endorsement from the MWSS RO signed by its authorized signatory within the duration of the contract.
We hereby agree to comply with the above obligations:	

No.	Particulars	
Company Name	Signature over Printed Name of Authorized Representative	Date

VI. DELIVERABLES

The Service Provider shall perform and deliver the following services:

Tasks	Timelines	Deliverables/ Report
Conduct of actual extraction of specimen, Laboratory Test, diagnostic procedures, processing and medical interpretation of the results and including follow-up test if necessary	Effective upon acceptance of the Contract.	Report of actual laboratory test, diagnostics and medical services received with the acknowledgment signatures of the employees.
Issuance of Laboratory and Diagnostic Results.	Within fifteen (15) calendar days after the conduct of the APE or any of the services covered under the contract.	Statement of Account for the Laboratory, Diagnostic Results and medical interpretations.
<p>Statement of compliance: I/We hereby agree to comply and deliver all the above requirements.</p>		
Company Name	Signature over Printed Name of Authorized Representative	Date

VII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC).

The Service Provider shall be engaged for Six (6) months commencing upon acceptance of the Contract. The Approved Budget for the Contract is **Eight Hundred Seventy Thousand Pesos (PhP870,000.00)** for the total number of **Fifty-Eight (58)** qualified MWSS RO employees subject to the actual laboratory test, diagnostic procedures including follow-up medical test availed not exceeding the Bid Price per qualified employee, inclusive of all applicable taxes.

VIII. CRITERIA OF AWARD

The contract shall be awarded to the Bidder with the highest score based on the following criteria:

Particulars	Wt. Points	Wt. Percentage	Score
1. Offered package based on the fourteen (14) listed Laboratory Tests & Examinations;	<ul style="list-style-type: none"> • 14 & up = 100 • 12 to 13 = 80 • Less than 12 disqualified 	40%	40
2. Offered Price for the complete package as listed per employee.	<ul style="list-style-type: none"> • 70-80% of ABC = 100 • 81-90% of ABC = 80 • 91-100% of ABC = 70 • More than the ABC = disqualified; or • offered less than 12 of the listed package = Disqualified 	50%	50
3. Other services offered free of charge, such as no. of follow-up consultations:	<ul style="list-style-type: none"> • 5 & up = 100 • 1-4 = 70 • Other services = 50 • None = 0 	10%	10
	TOTAL POINTS	100%	100

IX. TERMS OF PAYMENT

Full payment shall be processed and released within fifteen (15) calendar days upon issuance of a Certificate of Acceptance for satisfactory completion of the services rendered with the complete supporting documents from the Service Provider, such as; Invoice or Statement of Account and the required Deliverables/Reports.

The payment shall be based on the actual laboratory test, diagnostic procedures and other allowed services availed in the package per employee. Any amount in

excess of the Bid Price per employee shall be settled separately by the concerned employee.

X. WORKING CONDITIONS AND ARRANGEMENTS

The Service Provider shall directly coordinate with the Administration Department-HR on all matters relative to this engagement, such as: contract signing, Certificate of Acceptance, Endorsement of employees, if any. The Administration-HR and the Safety and Health Committee shall work closely with the Service Provider to ensure an orderly implementation of the 2023 MWSS RO Annual Physical Examination.

XI. CONFIDENTIALITY CLAUSE

The Service Provider shall be bound to confidentiality of data and information accessed during the course of this contract and shall be liable for any breach thereof. In addition, the Service Provider must maintain all medical results and other information in strict confidence and must not disclose documents and information unless authorized by the Administration Department-HR or the Employees concerned.

XII. RESERVATION CLAUSE

MWSS RO reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

MWSS RO reserves the right to reject the proposal of any proponent who;

1. does not offer the required services as provided for in this Terms of Reference;
2. discovered to have suppressed, disclosed or falsified information; or
3. failed to satisfactorily perform/complete any contract previously awarded to it.

MWSS RO reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, MWSS RO may disqualify the proponent from obtaining the award

Recommending Approval:


CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal Affairs

APPROVED:


PATRICK LESTER N. TY
Chief Regulator

Conforme:

Name and Signature of Bidder