



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

ANNUAL PHYSICAL AND HEALTH EXAM (ENHANCE)

02 September 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage services for its **ANNUAL PHYSICAL AND HEALTH EXAM (ENHANCE) (APP Item No. 2020-0162)**.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **4:00 P.M., 06 September 2021**.

The service providers/suppliers must also submit the following requirements:

1. Certified true copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Certified true copy of Income/Business Tax Return; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head

Digitally signed by Tana-
Cagua Krishna Aira
Angeles
Date: 2021.09.02 20:40:50
+08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA

BAC Secretariat Head

bacsecretariat@privacy.gov.ph

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2020-0162

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

TECHNICAL SPECIFICATION

ANNUAL PHYSICAL AND HEALTH EXAM (ENHANCE)

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 680,000.00) | | Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>EVERY</u> item) |
|--------------|------|-----|--|---|-------|--|
| | | | | Unit Price | Total | |
| 1 | lot | 1 | <ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/ Specifications 2. Payment and Delivery | - | - | - |
| TOTAL | | | | | | |

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Submit the certified true copy and the original, as applicable, of the eligibility requirements together with the signed Quotation and present the original Mayor's or Business Permit upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

National Privacy Commission -Annual Physical and Health Exam (NPC-APHE)

I. BACKGROUND

Pursuant to *Civil Service Commission Memorandum Circular No. 33, s. 1997 "Policy on Working Conditions at the Workplace"*, *CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 "Occupational Safety and Health (OSH) Standards for the Public Sector"*, *Privacy Commission Order 016 dated 30 September 2020* and *Privacy Commission Order 001 s.2021 dated January 28, 2021 "Annual Physical and Health Exam (APHE) Program of the NPC"* shall be provided to serve as a mandatory tool to monitor the health status of the employees by providing routine diagnostic, screening and other ancillary procedures to ensure early detection and prevention of diseases. The NPC-APHE will only cover official and employees holding a permanent and coterminous appointment.

II. OBJECTIVES

- To engage services of a private healthcare facility that will facilitate the conduct of the NPC-APHE; and
- To ensure that the purpose of the NPC-APHE program is met, such as:
 - Monitor the health status and condition of the employees;
 - Ensure early detection and prevention of diseases caused by workplace stresses as well as occupational health and safety hazard;
 - serve as reference and can be used as requirement both for local and international scholarship and training opportunities;
 - serve as HRDD reference in employee's health profiling and frequency of leave of absences due to sickness and other health conditions; and
 - basis of HRDD in coming up with relevant wellness program for employees.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The NPC-APHE program will cover a total of **96 plantilla employees** (*data as of April 30, 2021*);
2. The duration of the program will be until December 2021 to cover those plantilla employees who are recently hired from January 1 to April 30, 2021;

3. The following are the required diagnostic and screening procedures/examinations and shall vary depending on the specific age bracket:

| Age Bracket | <i>34 years of age and below</i> | <i>35 years of age and above</i> |
|-----------------|---|--|
| <i>SERVICES</i> | <ol style="list-style-type: none"> 1. Physical Examination 2. Chest X-ray (Plain) 3. Posterior-Anterior (PA) View 4. Basic Optical Examination (Visual Acuity View) 5. Complete Blood Count with platelet count 6. Routine Urinalysis 7. 12 Lead Electrocardiogram (ECG) 8. Pap Smear (for female) 9. Whole Abdominal Ultrasound | <ol style="list-style-type: none"> 1. Physical Examination 2. Chest X-ray (Plain) 3. Posterior-Anterior (PA) View 4. Basic Optical Examination (Visual Acuity View) 5. Complete Blood Count with platelet count 6. Routine Urinalysis 7. 12 Lead Electrocardiogram (ECG) 8. Pap Smear (for female) 9. Blood Chemistry to include: Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine, Fasting Blood Sugar, Total Cholesterol and Uric Acid 10. Whole Abdominal Ultrasound |

4. The private health care facility/service provider engaged to do the diagnostic and screening procedures/physical examinations must met the following:
- a. Must have Department of Health (DOH) Accreditation; Level 2 or 3 for hospital facilities
 - b. Can provide on-site services or have a mobile clinic services or "clinic in wheels" with examination room, laboratory services, and other medical tests;
 - c. Must have a stand-alone clinic/facility located within the National Capital Region that can accommodate NPC employees who may not be able to attend mobile clinic schedule;
 - d. Must have a fully functional equipment (i.e. X-ray, ECG machine, 2D echo and blood chemistry analyzer);
 - e. Must have a clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients);
 - f. Over-all Physical Examination report and interpretation of results must be certified by a physician
 - g. Submit beforehand a checklist of what to do in preparation for the APHE to the NPC-HRDD for distribution to NPC employees.
 - h. Must provide Consent Form for employees assigned to do the examination; and
 - i. Must be available and open for NPC employees from 7:30AM up to 7:30PM (Monday to Saturday) on the duration of the contract in case of clinic visit.

5. The private health care facility/service provider shall **facilitate the APHE for 2 days** to ensure that social physical distancing and number of manpower capacity required in the office is met in compliance to IATF rules and regulations with at least 30-40 employees scheduled per day in case of on-site examination;
6. The private health care facility/service provider shall provide list of their personnel who will be on-duty during the scheduled on-site APHE for endorsement to PICC security and for monitoring purposes and they will be subjected to accomplished Daily Health Assessment Survey/Questionnaire of the NPC;
7. The NPC-HRDD shall provide list of employees for every scheduled APHE both in the on-site and clinic visit;
8. The NPC has the right to deny entry of any personnel from the healthcare facility/service provider manifesting COVID-19 symptoms at the time of the scheduled APHE as well as issue stoppage order of the conduct of APHE, if needed, and the NPC will not be accountable for any expenses incurred related to the re-scheduling of on-site APHE;
9. The APHE results shall be submitted in two (2) sets: 1 for employee copy and 1 copy for NPC-HRDD (for 201 file);
10. A consolidated report detailing the physician's findings, patient's history and laboratory results must be submitted by the Service Provider in soft and printed copy directly to the NPC-HRDD;
11. The private health care facility/service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is/are necessary to perform its services under this Agreement or as required by law;
12. The conduct of the NPC-APHE shall commence within 15 working days from the date of the effectivity of the Contract between NPC and Service Provider
13. Notwithstanding any provisions to the contrary, the NPC shall have the right, power, and privilege to terminate the services of the private facility/service provider for any unjustifiable cause.

IV. PAYMENT AND DELIVERY

- Payment shall be based on the actual number of employees who have undergone the APHE and through send-bill arrangement;
- The NPC-HRDD shall process payment upon receipt of the following documents submitted by the Service Provider:
 - SOA
 - APHE results

- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- Total ABC: Php 680, 000.00, inclusive of all taxes and charges
- Fund Source: HRDD Budget FY 2020 – NPC APP FY 2020 Item Code: 2020-0162
- Mode of Procurement: Negotiated Procurement - Small Value Procurement

Prepared by:

(Sgd.)

KIMBERLY ANN M. MEDINA
Supervising Administrative Officer

Noted by:

(sgd)

ROSALY B. SANTOS
Chief Administrative Officer

Approved by:

SGD.

MARILOU C. LEELIAN
OIC-Director IV, FAO

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]