

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT:

**PROCUREMENT OF 2023 ANNUAL PHYSICAL EXAMINATION SERVICES**

APPROVED BUDGET FOR THE CONTRACT:

**Five Hundred Sixty Thousand Pesos (Php 560,000.00)**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & Current Mayor's/Business Permit for 2023;
  - b. Valid & Current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: \_\_\_\_\_;
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at [charmaine.delacruz@pia.gov.ph](mailto:charmaine.delacruz@pia.gov.ph) on or before **25 August 2023 at 5:00 PM**

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept an offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC-CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p style="text-align: center;"><b><u>PROCUREMENT OF 2023 ANNUAL PHYSICAL EXAMINATION SERVICES</u></b></p> <p>Inclusive of the following tests/ examinations:</p> <ol style="list-style-type: none"> <li>1. Vital signs and physical assessment</li> <li>2. Chest X-Ray</li> <li>3. ECG</li> <li>4. Urinalysis</li> <li>5. Fasting Blood Sugar</li> <li>6. Blood Urea Nitrogen</li> <li>7. Creatinine</li> <li>8. Uric Acid</li> <li>9. Lipid Profile</li> <li>10. Complete Blood Count</li> <li>11. Flu Vaccine with administration</li> </ol> <p><b>Implementation date:</b> Second (2<sup>nd</sup>) week of September 2023</p> <p><b>Venue:</b> Philippine Information Agency Central Office PIA Bldg., Visayas Ave., Diliman, Quezon City</p> <p><i>(Please see Technical Specifications next page)</i></p>	160		

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p style="text-align: center;"><b><u>2023 ANNUAL PHYSICAL EXAMINATION (APE) FOR ALL PIA OFFICIALS AND EMPLOYEES</u></b></p> <p><b>I. Implementation date:</b></p> <p style="padding-left: 40px;">September 2023 (preferably second week)</p> <p><b>II. Venue:</b></p> <p style="padding-left: 40px;">Philippine Information Agency Central Office PIA Bldg., Visayas Ave., Diliman, Quezon City</p> <p><b>III. Coverage:</b></p> <p style="padding-left: 40px;">160 PIA Officials and Employees</p> <p><b>IV. Inclusion:</b></p> <ol style="list-style-type: none"> <li>1. Vital signs and physical assessment</li> <li>2. Chest X-Ray</li> <li>3. ECG</li> <li>4. Urinalysis</li> <li>5. Fasting Blood Sugar</li> <li>6. Blood Urea Nitrogen</li> <li>7. Creatinine</li> <li>8. Uric Acid</li> <li>9. Lipid Profile</li> <li>10. Complete Blood Count</li> <li>11. Flu vaccine with administration</li> </ol> <p style="padding-left: 40px;">Note: No additional charge shall be imposed for confirmatory test/s.</p> <p><b>V. Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must be a registered and DOH-accredited Health and Diagnostic Services provider.</li> <li>2. Must provide Physicians and medical staff for the duration of the Annual Physical Examination (APE) Program.</li> </ol>	

	<p>3. Must provide a checklist of what to do in preparation for the APE Program and must be submitted one (1) week before the implementation date to the PIA Human Resource Development Division for dissemination to the employees.</p> <p>4. Must submit individual and executive summary reports of APE results in hard and soft copy through the PIA Medical Consultant two (2) weeks after the conduct of the onsite examination.</p>	
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I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date