



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS

REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **2026 Annual Medical and Physical Examination (AMPE) for Philippine Ports Authority (PPA) Officials and Employees**

Approved Budget for the Contract : **₱ 1,000,000.00**

Deadline for Submission : **June 25, 2026**
8:00 a.m. – 5:00 p.m.

Please quote your best offer/quotation for the items described on the attached Terms of Reference on or before the deadline for submission.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor, PPA Corporate Building Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent/submitted thru email or to any other departments/units will not be considered.

You are required to submit the following documents together with your signed quotation/offer:

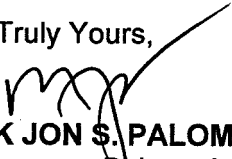
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Income/Business Tax Return
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

Failure to submit the above requirements during the opening of bids is a ground for the disqualification of the bidder.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor PPA Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services



TERMS OF REFERENCE

Philippine Ports Authority – Annual Medical and Physical Examination (AMPE) 2026

I. PROJECT TITLE

2026 Annual Medical and Physical Examination (AMPE) for Philippine Ports Authority (PPA) Officials and Employees

II. 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", 8th Collective Negotiation Agreement (CNA), Article XI Health, Safety, Environment and Working Conditions, Section 1 "Annual Medical/Physical Examination" is a mandatory tool to invest in the physical wellness of its employees; to ensure that all personnel are physically fit to report to work and to monitor the health status of employees by providing on-site services like routine diagnostic, screening and other ancillary procedures to ensure that early detection and adequate treatment of any illnesses to all permanent PPA official and employees. The PPA will only cover officials and employees holding a permanent and coterminous appointment.

III. APPROVED BUDGET FOR THE CONTRACT

The approved budget of One Million Pesos (Php 1,000,000.00), inclusive of VAT.

IV. DELIVERY PERIOD

The conduct of AMPE shall commence within Fifteen (15) working days from the date of the effectivity of the Contract between the PPA and Service Provider.

V. TECHNICAL SPECIFICATIONS

A. Number of pax

1. The estimated number of employees is five hundred (500) employees from the Head Office.

2. The following are the diagnostic and screening procedures/examinations.

1. History taking
2. Vital Signs
3. BMI
4. Physical Exam
5. Complete Blood Count
6. Urinalysis
7. Chest X-ray
8. Electrocardiogram (12 LEAD)
9. Fasting Blood Sugar
10. Blood Urea Nitrogen
11. Creatinine
12. Blood Uric Acid
13. Triglycerides
14. HDL
15. LDL & VLDL
16. SGPT
17. SGOT
18. Total Cholesterol

B. Minimum Vendor Requirements

1. Must be a Department of Health (DOH) accredited laboratory and diagnostic center.
2. Can provide on-site services with a transportable examination table or bed for laboratory services and other medical tests.
3. Must have a stand-alone clinic/facility located within the National Capital Region that can accommodate PPA employees who may not be able to attend the on-site schedule.
4. Must have fully functional equipment (i.e. Mobile X-Ray, ECG).
5. Must be manned with physician/s and staff to assist in the conduct of the physical examination.
6. Must provide a checklist of what to do in preparation for the physical exam, to be submitted beforehand to the PPA medical clinic for distribution to the employees.
7. Must provide a Consent Form for employees assigned to the examination.
8. Medical staff must be graduates of family medicine or occupational medicine.

9. Must submit credentials of the Physician, Radiologist, Nurses, and medical technologist.
10. Results of the examination must be submitted in printed form to the employees.
11. The service provider shall not use or disclose such confidential information in any manner other than what is/are necessary to perform its services under this agreement or as requested by law.
12. The medical/dental clinic shall provide a list of employees for every schedule of AMPE both in the on-site and clinic visit.
13. A consolidated report detailing the physician's findings, patients' history and laboratory results must be submitted in soft copy and printed form directly to the medical/dental clinic.

VI. PAYMENT SCHEDULE

1. Payment shall be based on the actual number of officials and employees who have undergone the AMPE and through send- bill arrangement.
2. Payment must be made by PPA upon its acceptance of the Examination results and within thirty (30) days upon acceptance of the receipt of Invoice Receipt.
3. All payments shall be subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

VII. OTHER REQUIREMENTS

Other requirements are specified in the bidding documents.

VIII. NON- GRAFT CLAUSE

The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the PPA, or any member of the Bids and Awards Committee (BAC), BAC Secretariat or TWG, to secure this Contract.


VICTORIA P. GORRE

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Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If 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];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If 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 [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.