



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-065-2025

Name of Project : **Annual Medical and Physical Examination (AMPE) 2025**

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

Deadline for Submission : **June 26, 2025**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

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

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,

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



PHILIPPINE
PORTS
AUTHORITY



TERMS OF REFERENCE

Philippine Ports Authority – Annual Medical and Physical Examination (AMPE) 2025

I. PROJECT TITLE

2025 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

An estimated 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. Creatine
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

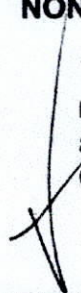
1. Payment shall be based on the actual number of officials and employees who have undergone the AMPE and through send- bill arrangement.
2. Payment must be made by PPA upon its acceptance of the Examination results and within thirty (30) days upon acceptance of the receipt of Invoice Receipt.
3. All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