

REQUEST FOR QUOTATION



The Philippine Ports authority, Port Management Office of PMO-Panay/Guimaras (PPA, PMO-PNG) through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake an Alternative Method of Procurement through

NP - Small Value in accordance with Section 34 of the New Government Procurement Act R.A. 12009.

Name of Project: **Procurement of Services for the Conduct of CY 2025 Annual Medical and Physical Examination (AMPE) for Philippine Ports Authority (PPA) Port Management Office Officials and Employees (91 Regular Employees)**

Approved Budget : **PHP 209, 300.00**
for the Contract

Deadline of Submission : **September 2, 2025 / 8:00 AM**

Requirements:

1. Please quote your best quotation in line with the attached specifications. (Annex A) Unless otherwise the Supplier has a registry file at PPA, PMO-PNG all quotations must be accompanied with the following documents:

- | | |
|--------------------------------------|--|
| a. Mayor's/Business Permit | c. BIR Certificate of Registration (Form 2303) |
| b. PhilGeps Registration Certificate | d. DTI or SEC Registration |

2. All quotations shall be inclusive of all cost/s and applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations.

3. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.

5. Quotations shall be submitted to the BAC-Secretariat, PPA, PMO-Panay/Guimaras, Administration Bldg., Bldg., Brgy. Loboc, La Paz, Iloilo City 5000 or email at supplyunit.ppa.pmpng@gmail.com

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Panay/Guimaras
Telephone Nos.: (033) 3377791 to 93 loc. 102

Very truly yours,



ENGR. JERRY P. ABELLO

Chairperson, Bids and Awards Committee

Date of Posting: **August 29 - September 1, 2025**

Reference

Quotation No.:	25-115
RIV No.:	25-07-366
PR No.:	PNG -10363-25

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
1	CY 2025 Annual Medical and Physical Examination (AMPE) for Philippine Ports Authority (PPA) Port Management Office Officials and Employees		91	pax		
	See attached Terms of Reference					
DELIVERY:		Shall be completed within 30 days from receipt of Purchase Order.			GRAND TOTAL :	

The above quoted prices are inclusive of all costs and applicable taxes.

	VAT
	NON VAT

Signature Over Printed Name

Mobile/Telephone No.

Date _____

ACKNOWLEDGMENT RECEIPT



This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today .

(date)

by: _____
Printed Name & Signature

Tel. No.

Quotation No.: 25-115
RIV No.: 25-07-366
P.R. No.: PNG -10363-25
Date:

To be returned not later than:

TERMS OF REFERENCE

Philippine Ports Authority — PMO-Panay/Guimaras Annual Medical and Physical Examination (AMPE) 2025

I. PROJECT TITLE

*CY 2025 Annual Medical and Physical Examination (AMPE) for
Philippine Ports Authority (PPA) Port Management Offices
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" the Philippine Ports Authority hereby implements this program 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. This shall cover PPA Regular officials and employees.

III. APPROVED BUDGET FOR THE CONTRACT

An estimated budget of Two Hundred Nine Thousand Three Hundred pesos only (P 209,300.00) or P 2,300.00 per head, 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 as of July 30, 2025, is ninety-one (91).

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 Panay and Guimaras 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

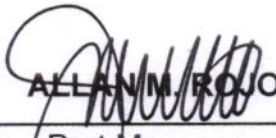
1. Payment shall be based on the actual number of officials and employees who have undergone the AMPE and through send- bill arrangement.
2. Payment must be made by PPA upon its acceptance of the Examination results and within thirty (30) days upon acceptance of the receipt of Invoice Receipt.
3. All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

VII. OTHER REQUIREMENTS

Other requirements are specified in the Request for Quotation.

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.


ALLAN M. ROJO

Port Manager  