

November 30, 2023

**REQUEST FOR QUOTATION**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

**RFQ No.** TPB-RFQ 2023-11-141  
**PR No.** 11.136


**Requirements :** **Service Provider for the Emergency Quick Response Program (EQRP) Medical Membership of TPB for CY 2023-2024**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Coverage includes all TPB permanent employees, COS, and resident COA personnel as of 31 October 2023 TPB residency.</li> <li>2. With the option to extend enrollment to immediate and extended family members of enrolled TPB personnel to be charged to personnel's account.</li> <li>3. With 24/7 access for medical emergencies and medical advisory.</li> <li>4. With use of ambulance during medical emergencies to be brought to any of the premiere hospitals or any nearest hospital of choice. Services shall include initial emergency response up to the endorsement and takeover of the receiving hospital.</li> <li>5. With use of life-saving equipment and supplies such as but not limited to, consumables: oxygen, parenteral fluids, oral &amp; injectable medicines, disposable supplies (excluding cervical collars) during medical emergencies.</li> <li>6. With full endorsement to the receiving hospital.</li> <li>7. With discount on full diagnostic home services, to include CBC, Urinalysis, Cholesterol to Spec 23, Lipid Profile, SGPT, SGOT, Wellness Packages including Tumor Markers, etc.</li> <li>8. With discount on air medical evacuation and airlift services, ambulance, stand-by during TPB special events.</li> <li>9. With access to the Doctor-on-Call Program.</li> <li>10. With scheduled group training seminar on emergency preparedness for Tourism Promotions Board (TPB) – within the contract period.</li> <li>11. The plan shall extend 24-hour coverage to the members within Metro Manila area and adjacent areas (NCR, Central Luzon, and CALABARZON).</li> <li>12. With at least ten (10) years of experience in the business of operating as industry in emergency quick response.</li> <li>13. With accreditations, licenses, and compliances as follows: <ul style="list-style-type: none"> <li>• DOH: Pursuant to Department of Health DOH AO 2016-0029. All Ambulances are licensed to operate (LTO).</li> </ul> </li> </ol>		Php152,000.00

	<ul style="list-style-type: none"> <li>DOLE: Due to the new executive co sharing liability to contracting parties DO 18-A EQR provider must be fully DOLE compliance to all personnel.</li> <li>PRC: All nurses and doctors have current and updated PRC licenses.</li> <li>ISO: All laboratories are ISO certified to ensure the highest standards. Partnership with LCM diagnostics.</li> </ul> <table border="1"> <tr> <td>Permanent Employees</td> <td>PhP1,000.00 X 108 pax</td> <td>PhP108,000.00</td> </tr> <tr> <td>COS personnel</td> <td>PhP1,000.00 X 42 pax</td> <td>PhP42,000.00</td> </tr> <tr> <td>Resident COA</td> <td>PhP1,000.00 X 2 pax</td> <td>PhP2,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td><b>PhP152,000.00</b></td> </tr> </table> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Company Profile (for new bidder)</li> <li>Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's Permit</li> <li>BIR Certificate of Registration</li> <li>SEC/DTI/CDA Certificate of Registration</li> <li>Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specifications Annex "A"</li> <li>Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten in your company letterhead.</li> <li>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	Permanent Employees	PhP1,000.00 X 108 pax	PhP108,000.00	COS personnel	PhP1,000.00 X 42 pax	PhP42,000.00	Resident COA	PhP1,000.00 X 2 pax	PhP2,000.00	<b>TOTAL</b>		<b>PhP152,000.00</b>		
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<b>TOTAL</b>		<b>PhP152,000.00</b>													
Terms	Thirty (30) working days from the receipt of SOA or Billing														
ABC	The Approved Budget for the Contract (ABC) is PhP152,000.00 inclusive of all applicable taxes.		<b>PhP152,000.00</b>												

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **06 December 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%). Thank you very much.

  
**ROSELLE D. ROMERO**  
 Acting Head, Procurement and General Services Division  
 30 Nov. 2023

Contact person: Soleil Moon A. Fajardo  
 Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE EMERGENCY QUICK RESPONSE PROGRAM (EQR) MEDICAL MEMBERSHIP OF TPB FOR CY**  
**2023-2024**  
**TPB-RFQ 2023-11-341**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)												
1.	Coverage includes all TPB permanent employees, COS, and resident COA personnel as of 31 October 2023 TPB residency.													
2.	With the option to extend enrollment to immediate and extended family members of enrolled TPB personnel to be charged to personnel's account.													
3.	With 24/7 access for medical emergencies and medical advisory.													
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<b>TOTAL</b>		<b>PhP152,000.00</b>												
<b>Project Implementation</b>														
1.	<b>Coverage period:</b> 13 December 2023 to 12 December 2024													
<b>Terms of Payment</b>														

1.	Payment will be on a send-bill arrangement, thirty (30) days upon receipt of the full delivery of the membership card or its equivalent document and the billing statement.	
2.	Bill should cover only actual number of personnel as of date of receipt of Notice to Proceed (NTP).	
3.	The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
<b>Contact Duration</b>		
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*