

**REQUEST FOR QUOTATION**

15 May 2024

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

**Quotation No.** TPB-PR.2024.05.125

**PR No.** 05.011 and 05.012

**REQUIREMENTS:** **Provision, Supply, and Delivery of the Flu and Pneumonia Vaccine for All TPB Personnel (Regular and COS) and Resident COA for CY 2024**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p>Coverage includes TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 30 June 2024, and presently connected/employed as of date of administration. Below are the quantity of Flu and Pneumonia vaccine:</p> <p>Flu Vaccine (Quadrivalent) - 99 vials</p> <p>Pneumonia Vaccine (Pneumo 13) - 7 vials</p> <p>Pneumonia Vaccine (Pneumo 23) - 21 vials</p> <p>Ensure the availability of both flu and pneumonia vaccine based on the quantity identified and should have Certificates of Product Registration from FDA.</p> <p>Coordinate with TPB for the delivery and administration of both vaccine within five (5) days from the receipt of the Notice to Proceed.</p> <p>Deliver and administer the vaccines by batches in the TPB Clinic based on the target implementation date between 9:00 am to 5:00 pm.</p> <p>Ensure that the appropriate Cold Chain Storage and transfer requirements for the vaccine is observed/maintained.</p> <p>Provide vaccinators who are licensed nurses and under the supervision of a physician during the scheduled administration.</p> <p>Courteous and well-trained staff but not limited to one (1) physician, receptionist, and two (2) nurses.</p>	PhP232,100.00	PhP232,100.00

**TOURISM PROMOTIONS BOARD PHILIPPINES**

<p>Submit photocopies of PRC license of the vaccinators to TPB at least a week before the administration.</p> <p>Vaccinators must wear appropriate PPE's during the vaccination and must have been tested for COVID-19 Antigen test with negative result done 72 hours before the actual date of the administration.</p> <p>Provide individual immunization record card for each personnel.</p> <p>Provide required materials such as but not limited to appropriate cold storage, thermometer, medical supplies (alcohol, cotton balls, syringe, etc.) and other necessary paraphernalia for the vaccination program.</p> <p>Disposal of all used materials and articles, especially the needles and syringes.</p> <p>Submit a Vaccination Report to the TPB one week after the full implementation.</p> <p>PHRDD shall provide a list of entitled TPB personnel for Flu and Pneumonia Vaccine.</p> <p>The Service Provider shall make a control system to validate the entitled personnel for the Flu and Pneumonia Vaccine.</p> <p>Checklist of what to do in preparation for the Flu and Pneumonia Vaccination and must be submitted to the TPB Medical Officer before the vaccination schedule for distribution to TPB personnel.</p> <p>Should the TPB personnel request for additional vials, the personnel shall shoulder its cost, on a personal account (cash-basis).</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b>  By Batches: 1st batch = 30 May 2024  Address: 4/F Legaspi Towers 300, Roxas Boulevard, Manila  2nd batch = 31 May 2024  Address: 6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> <p><b><u>Attachments:</u></b>  <b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be duly accredited or licensed by the Department of Health (DOH)</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Copy of FDA Accreditation for the vaccines</li> <li>• At least five (5) years in operation (Provide list of clients (2019-2023)</li> <li>• Must provide Consent Forms for TPB personnel</li> <li>• Technical Specification (<b>Annex A</b>) Bidder's Statement of Compliance</li> </ul> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Notarized Omnibus Sworn Statement (<b>Annex B</b>)</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• All entries must be typewritten on your company letterhead.</li> <li>• Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP232,100.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [mike\\_solo@tpb.gov.ph](mailto:mike_solo@tpb.gov.ph) not later than **20 May 2024 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 6th Floor, 5-ECOM Center Harbor Drive, MOA Complex, Pasay City

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**  
 AH, Procurement and General Services Division  
 Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 273

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description: <b>Provision, Supply, and Delivery of the Flu and Pneumonia Vaccine for All TPB Personnel (Regular and COS) and Resident COA for CY 2024</b>	Total Quantity	Bidder's Statement of Compliance
A.	<b>Scope of Work and Deliverables:</b>	1 Lot	
	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p>Coverage includes TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 30 June 2024, and presently connected/employed as of date of administration. Below are the quantity of Flu and Pneumonia vaccine:</p> <p>Flu Vaccine (Quadrivalent) - 99 vials</p> <p>Pneumonia Vaccine (Pneumo 13) - 7 vials</p> <p>Pneumonia Vaccine (Pneumo 23) - 21 vials</p> <p>Ensure the availability of both flu and pneumonia vaccine based on the quantity identified and should have Certificates of Product Registration from FDA.</p> <p>Coordinate with TPB for the delivery and administration of both vaccine within five (5) days from the receipt of the Notice to Proceed.</p> <p>Deliver and administer the vaccines by batches in the TPB Clinic based on the target implementation date between 9:00 am to 5:00 pm.</p> <p>Ensure that the appropriate Cold Chain Storage and transfer requirements for the vaccine is observed/maintained.</p> <p>Provide vaccinators who are licensed nurses and under the supervision of a physician during the scheduled administration.</p> <p>Courteous and well-trained staff but not limited to one (1) physician, receptionist, and two (2) nurses.</p> <p>Submit photocopies of PRC license of the vaccinators to TPB at least a week before the administration.</p> <p>Vaccinators must wear appropriate PPE's during the vaccination and must have been tested for COVID-19</p>		

<p>Antigen test with negative result done 72 hours before the actual date of the administration.</p> <p>Provide individual immunization record card for each personnel.</p> <p>Provide required materials such as but not limited to appropriate cold storage, thermometer, medical supplies (alcohol, cotton balls, syringe, etc.) and other necessary paraphernalia for the vaccination program.</p> <p>Disposal of all used materials and articles, especially the needles and syringes.</p> <p>Submit a Vaccination Report to the TPB one week after the full implementation.</p> <p>PHRDD shall provide a list of entitled TPB personnel for Flu and Pneumonia Vaccine.</p> <p>The Service Provider shall make a control system to validate the entitled personnel for the Flu and Pneumonia Vaccine.</p> <p>Checklist of what to do in preparation for the Flu and Pneumonia Vaccination and must be submitted to the TPB Medical Officer before the vaccination schedule for distribution to TPB personnel.</p> <p>Should the TPB personnel request for additional vials, the personnel shall shoulder its cost, on a personal account (cash-basis).</p> <p><b><u>Attachments:</u></b></p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be duly accredited or licensed by the Department of Health (DOH)</li> <li>• Copy of FDA Accreditation for the vaccines</li> <li>• At least five (5) years in operation (Provide list of clients (2019-2023))</li> <li>• Must provide Consent Forms for TPB personnel</li> <li>• Technical Specification (<b>Annex "A"</b>) Bidder's Statement of Compliance</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• All entries must be typewritten on your company letterhead.</li> <li>• Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
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<p><b>LEGAL REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor’s Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Notarized Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>f. Company profile (<b>New Supplier</b>)</li> </ul>		
<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <p>By Batches: 1st batch = 30 May 2024 Address: 4/F Legaspi Towers 300, Roxas Boulevard, Manila</p> <p>2nd batch = 31 May 2024 Address: 6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p>		
<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104 Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p>		

I hereby certify to Comply with all the above Technical Specifications.

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Name of Company/Bidder

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Signature over Printed  
Name of Representative

\_\_\_\_\_  
Date