

## TECHNICAL SPECIFICATIONS

### PROVISION, SUPPLY AND DELIVERY OF THE FLU AND PNEUMONIA VACCINE FOR ALL TPB PERSONNEL (Regular and COS) AND RESIDENT COA FOR CY 2024

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#### I. BACKGROUND:

In line with its Health and Wellness Program, the Tourism Promotions Board thru the PHRDD will engage the services of a provider to supply and administer the flu and pneumonia vaccines to all TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 15 March 2024, and presently connected/employed as of date of administration.

The flu and pneumonia vaccine are administered annually, with the pneumonia vaccine given to an individual every five years.

The vaccine administration shall be administered on-site at the TPB Offices.

#### II. OBJECTIVES:

- To attend to the medical and health concerns of TPB personnel and their well-being by providing health care service.
- To engage the services of a provider to supply and administer flu and pneumonia vaccines to TPB personnel to lessen and prevent sick leave due to influenza and respiratory infection.

#### III. SCOPE OF WORK AND SERVICES:

- Coverage includes TPB personnel (Regular and COS) and resident COA who have been in the agency for at least six (6) months as of 15 March 2024, and presently connected/employed as of date of administration. Below are the quantity of Flu and Pneumonia vaccine:
  - a. Flu Vaccine (Quadrivalent) - 99 vials
  - b. Pneumonia Vaccine (Pneumo 13) - 7 vials
  - c. Pneumonia Vaccine (Pneumo 23) - 21 vials
- Ensure the availability of both flu and pneumonia vaccine based on the quantity identified and should have Certificates of Product Registration from FDA.
- Coordinate with TPB for the delivery and administration of both vaccine within five (5) days from the receipt of the Notice to Proceed.
- Deliver and administer the vaccines by batches in the TPB Clinic based on the target

implementation date between 8:30 am to 5:00 pm.

- Ensure that the appropriate Cold Chain Storage and transfer requirements for the vaccine is observed/maintained.
- Provide vaccinators who are licensed nurses and under the supervision of a physician during the scheduled administration.
- Courteous and well-trained staff but not limited to: one (1) physician, receptionist, and two (2) nurses.
- Submit photocopies of PRC license of the vaccinators to TPB at least a week before the administration.
- Provide individual immunization record card for each personnel.
- 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.
- Disposal of all used materials and articles, especially the needles and syringes.
- Submit a Vaccination Report to the TPB one week after the full implementation.
- PHRDD shall provide a list of entitled TPB personnel for Flu and Pneumonia Vaccine.
- The Service Provider shall make a control system to validate the entitled personnel for the Flu and Pneumonia Vaccine.
- 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.
- Should the TPB personnel request for additional vials, the personnel shall shoulder its cost, on a personal account (cash-basis).

#### IV. PROJECT IMPLEMENTATION SCHEDULE:

Particulars	Indicative Date	Personnel	Venue
1 <sup>st</sup> batch	30 May 2024	All TPB personnel reporting to Legaspi Towers 300	4/F Legaspi Towers 300, Roxas Boulevard, Manila
2 <sup>nd</sup> batch	31 May 2024	All TPB personnel reporting to 5Ecom Center	6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

*\*Subject for confirmation*

#### V. ADDITIONAL TECHNICAL REQUIREMENTS:

1. Must be duly accredited or licensed by the Department of Health (DOH)
2. Copy of FDA Accreditation for the vaccines
3. At least five (5) years in operation (Provide list of clients from 2019-2023)
4. Must provide Consent Forms for TPB personnel

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC):**

A. Approved budget for the contract amounting to **TWO HUNDRED THIRTY-TWO THOUSAND ONE HUNDRED PESOS (P232,100.00)** inclusive of all administrative cost and other applicable fees and taxes.

<b>TPB personnel (Regular and COS) and Resident COA</b>	Flu	P 1,000 x 99 pax	= P 99,000.00
	Pneumonia 13	P 4,000 x 7 pax	= P 28,000.00
	Pneumonia 23	P 4,000 x 21 pax	= P 84,000.00
<b>Administrative Fee</b>	5 % total cost X 2 days		= P 21,100.00
<b>TOTAL</b>			<b>P 232,100.00</b>

**VII. TERMS OF PAYMENT:**

Payment will be on a send-bill arrangement, thirty (30) days upon receipt of Statement of Account/Billing. Bill should cover only actual number of personnel as of date of receipt of Notice to Proceed. 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.

**VIII. CONTRACT DURATION:**

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements.

**IX. PROJECT OFFICER'S CONTACT INFORMATION:**

ROSSANDRA AMYTHERA Q. CAYAGO  
Email: [amy\\_cayago@tpb.gov.ph](mailto:amy_cayago@tpb.gov.ph)

KAREN A. PADOLINA  
Email: [karen\\_padolina@tpb.gov.ph](mailto:karen_padolina@tpb.gov.ph)

LYKA R. RAGOT  
Email: [lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)  
Contact No: 09087026051

Direct Line: 8-524-5739 / Trunkline: 8-525-9318 local 207